

MINUTES BILBROUGH VILLAGE HALL MEETING 10/2/26

Attendees:

Sarah Cairns (SC), Samantha Dalton (SD), Laura Oxley (LO), Lewis Knight (LK), Tom Gregory (TG), Brian Bussell (BB)

1. Apologies

- Elliott Noble (EN)

2. Current issues

2.1 Feedback on recent Thirsty Friday pizza night

- Pizza night well attended and a clear success. Over £500 taken on the night. Net profit c£170 c.f. £160 last time.
- More help required from attendees e.g. volunteers for setting up, tidying up or bar duties. Also next time we should encourage attendees to clear up after themselves rather than leave it to the Trustees to clear. ***** SC to encourage volunteers**
- Next event likely to be drinks only but can consider other themes (e.g. Thai night) for a future evening (if food trucks are available as we move into spring/summer).

2.2 Progress on grant application

- None to date, to be progressed spring/summer covering new windows, French doors, secure front door, external painting ***** Action BB**

2.3 Progress on CIO incorporation

- Following Rollits merger into Wilkins Chapman and Rollits finally the incorporation appears to be nearly complete. LO and BB completed ID verification and BB re-signed statement of truth. Waiting to hear the incorporation is complete.

2.4 Cleaning

- Current cleaner fortnightly Monday am. Fortnightly seems adequate. Only complaints are Andrea (Tuesday am) following Guides (Monday evening). Little we can do about this other than continue to encourage Guides to tidy up after their session. ***** SD to talk to Andrea**

2.5 Alarm

- The current alarm continues to activate without warning or reason - replacement is the only option. Ryther Alarms have quoted £924 inc VAT plus annual maintenance to replace but if we use Ring the cost is for only £345 plus £79.99 p.a. See attached for pros and cons.
- After discussion the Committee decided to adopt the Ring system due to price, and internet flexibility ***** James Dalton/LK to progress**

2.6 Hall Policies

- Over the last couple of years we have created a number of policies, documents to make the village hall compliant with good practice. SD (mostly) and BB have brought the policies up to date:
 - a) Health and Safety policy
 - b) Hire Terms & Conditions
 - c) Environmental Policy
 - d) Fire Policy
 - e) Data Protection Policy
 - f) Website including website compliance - *** Action SD/EN progressing
 - g) Risk Assessment - *** Action SC progressing
 - h) Financial Controls
 - i) Complaints Policy
 - j) Whistleblowing Policy
 - k) Conflict of Interest
 - l) Financial controls

These policies need to be agreed and presented to the Committee meeting immediately following the AGM. ***Action SD/BB to progress and issue for comment

3. AGM

3.1 Agree date of AGM

Late March/ early April.

*** Action BB to poll trustees dates w/c 16/3 and 23/3

*** BB/EN/SD Publicise date so anyone can attend

*** BB/TG to review 2025 accounts

3.2 Various documents required for AGM:

Chair's report, *** Action BB to progress

Maintenance report, *** Action LK/BB to progress

Treasurer's report, *** Action TG to progress

Prize Draw report, *** Action EN to progress

Bookings report, *** Action SD to progress

3.3 Other AGM actions

*** Action TG/BB to find an independent auditor

3.4 Election of officers

- SD, BB wish to retire at the next AGM

*** Action All to progress finding new trustees; SC, TG leading

4. Subsequent committee meeting agenda

4.1 Agreement to the policies

- Those policies listed under 2.5

4.2 Agreement to the draft Trustee Annual Report (TAR)

- TAR consists of an introduction explaining purpose and naming trustees, the AGM papers including minutes, the Financial Controls policy and the independent examiners report. The TAR will be submitted with the accounts to the charity commission in September/ October

***** Action BB/TG to progress**

5. Spring cleaning projects

It would be great to progress some of the following tasks over the spring/summer. Volunteers to take the lead welcome.

- a) Sort the shed out so that it's waterproof (probably replace)
- b) Get rid of the rubbish from last year outside and inside the shed
- c) Find somewhere to store the alcohol - whether in shed, LHS walk in cupboard or somewhere else.
- d) Some kind of storage would be nice in the gents toilet for the mop and bucket and vac - or if room created in the store rooms then they could be kept here.

NOTE Tasks a,b,c,d could be one larger project

***** Action LO progressing new shed as a start to larger projectⁱ**

- e) Some hooks high up in the store rooms to put ladders, brushes etc so that they're not left on the floor – task yet to start
- f) Obtain grant and install TV screen for events

***** Action BB to discuss with EN but probably next year**

- g) Website - updates required for PC/BVH split

***** Action SD/EN**

- h) Drive posts - do we remove

***** Action SD progressing**

- i) Gardening - tidy up - get rid of slime/mud under windows. May just need a pressure washer to clear it. Possibly for gardener. Await spring and arrange someone to progress - task yet to start

- j) Clearing gutters

***** Action BB to discuss with window cleaner**

- k) Toilet lights – intermittently on overnight

***** Action LK to install normal light switches**

- l) Grit bins behind hall - what do we do with these? - task yet to start

- m) COSHH - cleaning materials should be in a lockable cupboard. task yet to start

6. AOB

- **Action BB to update “Calendar” and share**
- Next Thirsty Friday will be end February
Action: SC to progress

Appendix - 2.5 Alarm System

The existing alarm continues to activate without warning or identifiable cause. Given ongoing reliability issues and limited functionality, replacement is considered the only viable option.

Two options are proposed for consideration:

Option A – Traditional Alarm Replacement

Quoted by Ryther Alarms at £924 (inc. VAT) plus annual maintenance.

Option B – Smart Alarm System (Ring)

Proposed installation of a Ring Alarm system at approximately £345 plus £79.99pa subscription for internet-enabled features.

Comparison:

Feature	Ryther - £924	Ring - £345
Upfront cost	Higher	Lower
Annual cost	Ongoing maintenance costs	Annual subs (£79)
Installation	Included	DIY (James volunteered)
Internet access	None	Full remote access via app
Monitoring	None	Self monitoring via app
User tracking	None	Can track access times
Expandability	Limited	Easily with cameras, sensors etc
Maintenance	Hard wired	Wireless sensors which need charging
Support	Locla technicians	App support
Resilience	Hardwired so should be no issues	Depends on wi-fi status
Insurance	Meets requirements	????

Ryther

Pros

- Professional installation and full system setup included.
- Can be tied into professional monitoring services (subject to additional cost).
- Hard-wired or robust sensors less reliant on Wi-Fi/internet — good for resilience.
- Local installer support and service response if faults occur.

- Familiar technology for many insurers and longstanding precedence in community buildings.

Cons

- Higher upfront cost and higher ongoing maintenance fees.
- Limited or no remote access — cannot check system status or disarm/arm remotely.
- No easy way to track who is accessing the hall or when.
- May still require significant electricians' time if new wiring or upgrades are needed.

Ring

Pros

- Lower upfront and ongoing costs overall.
- Remote arm/disarm and status monitoring via mobile app.
- Logging of events and potential camera integration helps verify authorised access.
- Expandable with additional sensors, cameras, panic buttons, etc.
- Multiple authorised users can have app access.
- James has offered to assist with installation, reducing labour costs.

Cons

- Wireless sensors will require periodic recharging.
- No professional monitoring included as standard — alerts go to committee members.
- Dependent on internet/Wi-Fi for full functionality.
- Some insurers may require specific conditions.
- Can it be “hacked”?

Access control benefits with Ring

Unlike the traditional system, a smart Ring solution would allow committee members to see when the hall is accessed, including early arrivals or use outside of booked times. This would help address ongoing concerns about unauthorised access, which may not be covered by the existing insurance policy if the hall is entered outside approved hours.

Trustee decision required:

Do we proceed with the Ring Alarm system or opt for the traditional replacement with Ryther Alarms?

ⁱ D as a