

Bilbrough Village Hall

Committee Meeting Agenda

Following the AGM, Wednesday 2nd April 2025

Attendees: Brian Bussell, Laura Oxley, Lewis Knight, Elliott Noble, Tom Gregory, Samantha Dalton, Sarah Cairns

Agenda

1. Minutes and matters arising from last meeting

Action	Status
Charitable Incorporation - LO/BB to progress Statement of Truth	See item 7 below
BB to prepare bank mandate to remove trustees who have left	Complete 4/3/25
BB to prepare Bank Application form for new CIO	Pending
Kitchen and Toilet refurbishment - BB to purchase vanity unit	Complete
Kitchen and Toilet refurbishment - LK to prepare quotes for vanity unit installation, tiling and toilet electrics.	Complete
Kitchen and Toilet refurbishment - BB to purchase heater for kitchen	Complete
AGM - Chair, Treasurer, Hall Hire, Maintenance and Lottery ticket reports required	AGM complete
Batch up the external painting, front door, French window replacement and cracked/blown window repair as a single package and see if a grant (e.g. Lottery Fund) was available to progress. TG, BB to progress	See item 6 below
Quiz night EN to progress	Complete, raised £380.54
Tidy up day 1/3 or 2/3 SD to progress	Complete
Purchase card payment system (solo sum up) BB to progress	Complete
Thanks to departing trustees, BB to progress	In progress
Sarah Cairn potential new trustee. BB to progress	Complete

All actions covered below.

2. Minutes and matters arising from AGM

- LK to progress quotations for external work (fire door, front door, windows etc)
- BB/TG to apply for lottery grant
- SD/LK to firm up on our alarm system requirements and obtain a quotation before proceeding if the quotation was competitive.
- The Trustees agree to raise the hourly charge from £10 p.h. to £15 p.h. discounted to £12 p.h. for regular customers with effect from 1/8/25.
- The Committee accepted the draft accounts and agreed to ask Mike Brown to act as the independent validator of the accounts. BB to progress

3. Policies requiring review

Many of these policies were developed and approved c May 2024 and are on annual renewal following the AGM.

Policy	Renewal date	Comment	Decision
Health and Safety policy	April 25 - Reviewed annually	Recommend acceptance	Approved
Fire Safety Policy	April 25 - Reviewed annually	Recommend acceptance	Approved
Data Protection Policy and Privacy Notice	April 25 - Reviewed annually	Recommend acceptance	Approved
Environmental Policy	March 27	No action required	n/a
Safeguarding Policy	April 25 - Reviewed annually	Recommend acceptance	Approved
Equity and Diversity Policy	March 27	No action required	n/a
Children's Parties Terms and Conditions	April 25 - Reviewed annually	Recommend acceptance	Approved
Reserve Policy	April 25 - Reviewed annually	Recommend acceptance	Approved
Financial Control Policy	New, reviewed annually	Recommend acceptance	Approved

4. Achieving Break-even

Ignoring grants and exceptional costs the Village Hall just about breaks even with no allowance for maintenance costs. An annual figure of £3,500 for maintenance might be appropriate leading to a deficit of £3,500. Ignoring inflation, for the Hall to "self fund" this deficit would require:

- a) An increase in the hourly hire charge from £10 p.h. to £20.68 all else remaining the same, or

- b) An increase in the chargeable hours from 328 to 678 all else remaining the same, or
- c) An increase in fund raising events from 0 p.a. to 10 p.a. all else remaining the same, or
- d) More realistically, an increase in the hourly hire charge from £10 p.h. to £13.50 p.h. together with an increase in chargeable hours of 100 hours and three fund raising events p.a.

The Hall has substantial reserves, as well as access to grants, so probably has 3-5 years to achieve break-even. Nonetheless in the light of this analysis the Committee is asked to consider whether to raise the hourly rate from 1/7/25 and, if so, by how much.

The Committee agreed to raise the hourly rate from 1/8/25 to £15 p.h. with a discounted £12 p.h. for regular users. See actions carried over from AGM.

5. Progress on Kitchen and Toilet refurbishment and grant

- BB agreed to continue monitoring the benefits of the kitchen/toilet improvements and arrange to repay the excess monies (£474.49)

6. Grant application 2025

The Committee agreed to obtain quotations and apply for a grant – see actions carried over from AGM.

7. Charitable incorporation

CIO work near to completion.

8. Next village hall event

- 27/4 Bacon sandwich breakfast ???

- SC/SD to progress potential take up and decide whether to proceed and on what date.
- Opportunity for Committee to run a pop up pub over the next month or two funded by margin on drinks sales. SC to consider

9. Any other business