Bilbrough Village Hall

Committee Meeting Agenda

Following the AGM, Tuesday 21st April 2026

Attendees:
Sarah Cairns (trustee) SC
Tom Gregory (trustee) TG
Lewis Knight (trustee) LK
Elliott Noble (trustee) EN
Laura Oxley (trustee) LO
Brian Bussell (volunteer) BB
Samantha Dalton (volunteer) SD

Agenda

1. Appointment of Committee chair
    - In the absence of a chair the committee asked BB to take them through the issued papers
2. Policies for approval
    - The following policies were approved at the meeting:
        1. Policy Register
        2. Health and safety policy
        3. Fire safety policy
        4. Trustee induction pact
        5. Conflict of interest policy
        6. Trustee code of conduct
        7. Financial controls and fraud policy
        8. Booking and letting policy
        9. Children's party safety
        10. Hirer safety
        11. Document retention policy
        12. Whistle blowing policy
        13. Volunteer policy

- The following policies were agreed in the meeting subject to minor changes:
    1. Data protection and privacy notice (add contact details)
    2. Complaints policy (delete 'and complaints' and add contact details)
    3. Safeguarding policy (name "any trustee")
    4. Equality, diversity and inclusion (add contact details)
    5. Terms and conditions (add usage of ring camera alarm)
    6. Financial reserves policy (reduce target)
    7. SD to make amends 1-5, BB to make amends 6, SD to share all policies with EN, EN to publish on website
- The Committee decided an Environmental Policy and Action Plan was not required at this stage given the shortage of Trustees.

3. Risk Assessment for approval (see Appendix B)
    - SC presented the new general risk assessment which was well received.
    - Subject to cross referencing the fire safety risk assessment and the food hygiene risk assessment the general risk assessment was accepted.
4. Recruiting New Trustees
    - Discussion on progress – covered under AGM
5. Cleaning
    - Cleaner has resigned due to personal reasons, replacement cleaner has been found
6. Front door / fire exit
    - LK progressing
7. Heating
    - After discussions to how to manage the risk of hirers leaving heating on, it was decided that further reminders will be issued to the hirers in the event of a problem. No technological solution was consider necessary at this stage.
8. Ring Alarm system
    - LK to recharge batteries
    - TG and James Dalton to progress subscription expiry
9. Hire fees
    - The Committee decided there would be no adjustment in hire fees for inflation this year.
10. Clearing weeds around the hall

- Quotation received for £275, committee decided to progress (BB to action)
- Gardener requested to pull out rubbish heading for tip and Trustees will ferry to tip.

11. Next Village Hall event
    - Thirsty Friday 24/4/26
12. Other Actions from AGM or last committee meeting (see below)
13. AOB
    - With no further business the meeting closed.

ACTIONS BILBROUGH VILLAGE HALL MEETING 24/3/26
Actions "greyed out" have been completed.

	Description	**Action**	**Status**
	Projects		
1	Ring Alarm System	BB to ask Louise if they are prepared to join alarm group	O/S
2	Drinks safe	BB to progress drinks safe that SD has proposed and report back to Committee	O/S
3	Storage in gents	No owner as yet	Wait until cupboards finished and review
4	Shed	TG/BB/EN to progress shed painting in the spring	O/S
5	Outside rubbish	BB to ask Gardener to quote for clearing sides and rear of Hall	Quotation obtained, agreed to proceed
6	Toilet lights	Intermittent overnight	LK fixed
7	Locks to be placed on drinks cupboard in kitchen		LK fixed
8	TV screen and projector to be progressed for world cup		EN/LK to progress
9	Decision to proceed with front door and fire escape replacement		LK to progress with Orion
Advertising AGM			

10	Update website	EN	Complete
11	Update noticeboard	SD	Complete
12	Update WhatsApp	BB	Complete
AGM Agenda			
13	Chair's report	BB	Circulated
14	Maintenance report	LK/BB	O/S
15	Treasurer's report	TG	O/S
16	Prize Draw Report	EN	Circulated
17	Bookings report	SD	Circulated
18	Progress Trustee Annual Report	BB/TG	In progress awaiting final minutes of AGM, sign off of financial policies
Hall Policies			
19	BB to circulate	BB	Complete
20	All to comment before AGM	All	O/S
Miscellaneous			
21	Continue to encourage volunteers for Thirsty Friday	SC	Progressing
22	Progress grant application	BB	After AGM
23	Risk Assessment	SC	Complete and circulated for comment
24	TG/BB to review accounts	TG/BB	Complete
25	Update hall maintenance calendar	BB	O/S