

Great Waldingfield Village Hall Management Committee AGM Meeting

Attendance – Christine Hutton (Chair: CH), David Harris (Vice Chair: DH),
John Evans (Trustee: JE),

Minutes 15th May 2025

	Agenda	Action
1.	Vote Chair / Vice Chair No Change	
2.	Minutes November 2024 Agreed Actions up to date	
3.	Minute taking Christine Hutton (chair) to take minutes	CH
4.	Jan Standing down from Trustee Jan Spackman gave her resignation to stand down from her trustee position via email to Christine Hutton (Chair). Christine acknowledged by email to Jan, accepting her resignation and thanked her for all the work input to the Village Hall.	CH
5.	John Standing Down John has now taken on the role of Chair for the Parish Council. John is going to continue as a Trustee for the Village Hall, but must stand down with being the booking officer for the Village Hall, due to other commitments. John has agreed to continue to be booking officer until Mid-June. John has stated, he will not be able to commit time for support with the daily running of the Village Hall unless an emergency occurs. Agreed Christine H and David H to investigate On-line booking.	CH/DH
6.	Additional Trustees Nigel Leonard has agreed to become a Trustee for the Village Hall. Nigel is unable to commit his time to support the daily running of the Village Hall, due to work and other commitments within his Parish Council role. Action – David to add Nigel as a Trustee to the Charity Commission and to have full access to Google Drive. Christine to add to WhatsApp.	CH/DH
7.	Finance David went through the process for the Village Hall accounts on his laptop and provided a paper copy which backs up the live google accounts. Accounts are ready for submission to the Charity Commission once spot checked by Mark Freeman (Clerk) Agreed accounts 2024/25 have been given to Mark Freeman to do a spot check before submission to the Charity Commission.	MF
8.	Bank Majority of the Village Hall money is in a Everyday community account. Christine checked with the bank for a better account for Interest. Barclays Bank advised to move money out of the everyday community account to the Business Premium ME Account. Discussion regarding the Coffee Money in the Business Premium Account.	CH/DH



	<p>Agreed Action Christine to move £20,000 from the everyday Community Account into the Business Premium Account. The Coffee Morning money to be moved from the Business Premium account to the everyday Community Account. The Coffee Money will be monitored on the Google live Accounts and on the monthly invoices sent out to the Coffee morning.</p>	
9.	<p>Audit The Village Hall accounts do not meet an Audit for the Charity Commission. They only need to be checked by the Parish Council Clerk. Agree Action Mark Freeman (Clerk) to carry out a spot check of the Accounts 2024/25 and then Treasurer to submit accounts to the Charity Commission.</p>	CH/DH
10.	<p>The Redecoration Program Update 3 extra dates have been planned for the Payback scheme to complete the decoration programme. The payback scheme have asked for another tin of Gloss and Undercoat. Having the Village Hall decorated by the payback scheme has saved the VH approx. £5,000 in labour costs. The door leading into the corridor requires a metal plate on to reduce the indentation from the table trollies. And corner protections on the corner of the walls. Agreed Action Christine to buy another tin of Gloss and undercoat. Christine and David to purchase materials and fit to appropriate areas.</p>	CH/DH
11.	<p>Update Following meeting with Action Meeting with Action had to be cancelled. Agreed Action – another meeting has been set up with Action for 22nd may @2.00</p>	
12.	<p>Update on Cleaning Contractors Alternative cleaners have been investigated, GirlFriday hourly costs £22 + VAT and ETF LTD hourly costs £15.00 + £2.50 cleaning materials. Action agreed It would be too costly to employ alternative cleaning contractors. Current two cleaners to remain in place. No further action required.</p>	
13.	<p>Charging of SID batteries in the plant room PSS (Parish Support Service) to take SID batteries away to be charged. No further action required.</p>	
14.	<p>Price Review Discussion on rates for regular hirers. Action Agreed – No change to rates for regular hirers.</p>	
15.	<p>Grass and Tree Cutting The VHMC felt they should of met the new contractors employed by the Parish Council, as the Trustees are managing the ground around the Village Hall. The VHMC felt the grass was not cut short enough, to look tidy before the next cut is due. Action required – John to talk to Mark Freeman, to ask the question, what date in the month the grass is due to be cut. A meeting to be set up to meet the new contractors. If additional cuts are required, what would the cost be for the Village Hall to pay.</p>	JE
16.	<p>Update PC/VHMC Mark Freeman (Clerk) to gathering information at this stage from Braithwaite and Attwell Solicitors to be able to register the land to the land register. Action required. A follow up meeting required, once Mark has gain this information between the PC and VHMC.</p>	MF



17.	Review Cost hire for Strollercise A 3 month review was required for Strollercise. They had an introduction cost of £20 for the two hours, although they only use the VH for one hour. Agreed Action - To charge Strollercise £12 per hour, which equates to £24 per hour as commercial rate for the hour they are using. Christine Hutton to email Strollercise.	CH
18	Bouncy Castle Review Agreed Action – It was agreed that no indoor or outdoor bouncy castle is allowed under the Terms and Conditions already in place. John to add “No Bouncy Castle” in all emails to be sent out to hire enquiry.	JE
19.	AOB Agree Action – Nigel to be added to the google drive and WhatsApp	DH/CH
20.	Date of next meeting TBC	CH

Date of Next Meeting
Wednesday 9th July 2025 @7.00pm

