|  |  |
| --- | --- |
| **Bomere Heath Village Hall Trust**  **Bomere Heath Village Hall, Shrewsbury Rd,**  **Bomere Heath, SY4 3PD**  **MINUTES**  **Management Committee: General Meeting** |  |

**7.30 pm Thursday 8 July 2021**

Present: Martin Speak (MS), Gail Speak (GS), Michael Keogh (MK), Nigel Tidy (NT), Edward Mason (EM), Sue Harris (SH), Julia Browne (JBr)

Apologies: Ann Misselbrook

|  |  |
| --- | --- |
| 1 | Declaration of any conflict of interest for any agenda item.  **No Declaration made** |
| 2a | Approval minutes meeting on 3 June 2021  No minutes available for this meeting SH gave explanation about drains being repaired. Financial input related to Bank Balances. |
| 2b | Actions: Matters arising from last meeting  No actions arising from previous meeting |
| 3a | Chairperson’s Report  **New Constitution - Charitable Incorporated Organisation (CIO)**  MS explained that Alan Herbert (Councillor / BHVH volunteer) is providing assistance as he has experience in re-registering a charity with the Charity Commission (CC) as a CIO. Process will require a new constitution being drafted using a CC template which is then agreed by BHVH and submitted to the existing BHVH Charity is dissolved and transferred to the new CIO, possibly completed by late 2021.    **New Website , URL & email**  MS explained that the current website is being overhauled by Tim Page and now has a new address (URL) in order to stand out from other local organisations and easier to remember – [www.BHVH.co.uk](http://www.bhvh.co.uk/). The website will be improved with a lot more information of clubs, events and how BHVH works. A banner to go outside the village hall with a new URL.    New corporate emails are now available for BHVH officers (e.g. [chair@bhvh.co.uk](mailto:chair@bhvh.co.uk)) and subject to demand can be given to other trustees if required. The facility is through Google workspace which also enables cloud storage. Tim has done an excellent job and was able to get reduced rates and free ‘Workspace’    **Other matters**  MS said he had met with the caretaker after finding the village hall open. Agreed that Slimming world Rep’ will collect keys from him in future and if not available Rep has MS contact number for key access.  Caretaker also said that the oil heater meter is under collecting money for the oil used (viz: Oil prices increase not calibrated for time)    **Actions for next meeting**          MS to circulate a draft CIO constitution to Committee members to consideration prior to next meeting.        To look into whether oil meter can be re calibrated and what’s involved in adjusting the time to re coup the value of oil used. |
| 3b | Treasurer’s Report  Last Statement (June) : Bank balance: Current Account £8017.40  Deposit £11,877.00  Known Expenditure: July - Music Licence £53.62. New Website: £97.41  (Any other expenditure to be confirmed by previous treasurer AM).  MK identified as new treasurer, explained difficulties having to set up new account with Lloyds Bank and currently waiting for information packs from the Bank.  Expected within the next Four Weeks. Bank insist that the two accounts are merged into one account. General discussion regarding annual expenditure and the need for receipts for transparency.  **Action for next meeting:**  During discussion a query was raised over the reduced music licence fee from previous years and EM raised the issue as to whether an entertainments licence was also needed. MK to make enquiries. |
| 3c | Secretary’s Report  GS stated the caretaker’s role has been advertised on the web site, face book and copies displayed in the Post Office and Co-Op. To date we have had two applications, a lady living in SY1 and a man living in Telford. It was agreed that we should continue looking for someone who lives very local to the VH.  No new bookings received this Month. Contact details have been changed in the Parish Magazine. In the future booking will be taken through the web site and those without internet access can still telephone the secretary and place a booking. The booking form will be re-designed with new terms and conditions. |
| 3d | Organisation Reports:   * BH Volunteers   NT gave a resume of the previous Volunteer meeting and that he had planned another meeting (15 July 2021) to look at suggestions for fund raising. Suggestions from the Committee has BHVH could canvas for activities and events. Suggestions included a Later Summer Disco, Halloween and Christmas functions.   * Ladies Club   No update   * Tennis Club   SH stated that the Club had 26 members (more than for a long time: £50 membership) with an increase in paying visitors (£3 session). Previous attempts to merge with Baschurch had been declined and BH Tennis Club (BHTC)withdrew from the Lawn Tennis Association (LTA) as it considered BHTC too small a club.     * Women’s Institute   JBr stated WI in BH celebrates 91yrs this year and is affiliated to the National WI. It has 20 members each paying an annual fee of £40. Restarting meetings and moving to the afternoon of every second Thursday has increased membership. There are planned activities and meetings for the remainder of 2021. |
| 4 | **Agenda items**   1. Tennis Club – Renewal of Tennis Courts lease: Susan Harris   SH raised the issue that the 21 year lease for the tennis courts was to due expire on 30 December 2021. Need for lease arose from a lottery application and a loan from the LTA.  A general discussion took place and MS raised the issue that until the future development of BHVH had been agreed and a new constitution was in place (BHVH becoming a CIO (Charitable Incorporated Organisation) any decision on a future lease should be delayed.  It was accepted that if a decision was made after the current lease expiring, the courts can continue to be used by the Tennis Club in the interim period.   1. Review of room hire and procedure: Martin Speak   MS circulated among the committee a paper which identified room hire rates currently being charged by rural Village Halls in Shropshire.  The paper also gave a breakdown of current discounted hire rates being charged broken down into hourly rates. This shows a disparity between groups. The table of the public hire rates was also queried as to how they are set. It could not be explained for example why a Children’s disco finishing at 10.30pm was cheaper than a Youth Disco at 9.30pm.  MS identified that there was a need for a clearer room hire rates and that a discount should exist for ‘local’ private hire and a full rate for external / commercial hire. The fact that organisations have a representative (a trustee) on the Committee is not a factor for any specific group discount. Representation is solely for the benefit of the trust first, not any one group.  Moving forward all room hire will be through the BHVH website with payment and deposits paid in advance. This reflects current practice with the vast majority of Village Halls. The common approach appears to be hourly rates.  **Action for next meeting**  Committee to consider suitable rates and how they can be applied and to carry over the issue of room hire rates to the next meeting. |
| 5 | Correspondence  A standing agenda item to cater for any issues of note arising from contact by letter, emails, website or Facebook. |
| 6 | Any other business (AOB)  None |
|  | Date next meeting: **5 August 2021**  NB: Meeting 8 June 2021 set in error resuming meeting frequency to  1st Thursday of month |