

Bomere Heath Village Hall Trust
 Bomere Heath Village Hall, Shrewsbury Rd,
 Bomere Heath, SY4 3PD



MINUTES
Management Committee: General Meeting

7.30 pm 13th December 2022

Present: Martin Speak, Gail Speak, Jim Evans, Trish Rogers, Jennie Cooper, Daisy Hollingsworth, Julia Browne, Susan Harris, Ann Misselbrook, Amanda Langford, Denise Young

Apologies: Michael Keogh, Lee Miller

1	Declaration of any conflict of interest for any agenda item. None
2a	Approval minutes meeting on 4 th Nov Proposer J E Secunder
2b	Actions: Matters arising from last meeting None
3a	<p>Chairperson's Report:</p> <p>Phased approach to be taken in the handover of responsibilities from the outgoing Chair, Treasurer and Secretary.</p> <ul style="list-style-type: none"> ● Trish Rogers (Treasurer) to be the first to have Bank Authorisation, then followed Jennie Cooper (Chair) and Daisy Hollingsworth (Secretary). This is to enable the financial aspects of the Committee to be handed over with minimal issues of the availability of counter signatories. ● Due to the previous smaller numbers of active trustees there was no counter signatory process in place. Suggested that once authorised counter signatory process adopted. ● The use of the Google Workspace was briefly rum through. ● Electrician Inspection is required every 5 Years, Patrick the electrician unable to do until January. The boiler service is also due. ● There is a need to sort out the fire exit doors next Year as now in a very bad condition.
3b	<p>Treasurer's Report (By M Speak in absence of M Keogh):</p> <p>The Co-Op need an update on the pay-out they made in November As funds were to be used for the replacement of fire exist doors an update should be made once the work is complete.</p>

	<p>Grants have been made available by Tesco's and there is a need for a trustee to pick up the issue of applying for grants which are available from a number of sources.</p> <p>November Iron & Fire 2 payments have gone out</p> <p>As a result of a recent meeting booked by Severn Trent they became aware of the imminent close of the Coffee Shop. They have offered to pay for a year's rent for the Coffee Machine (£1600). The performance of the Coffee Shop will need to make surplus to cover this commitment in 2024.</p>
3c	<p>Secretary's Report</p> <p>Bookings are up, getting quite a few children's parties, Regular booking enquiries are coming through for 2023 which includes Line Dancing sessions which appear to be gaining a lot of attention.</p>
3d	<p>Organisation Reports: None</p>
4	<p>Agenda Item:</p> <p>Governance Document: All parties agreed on the new Governance Document which is based upon the charity commissions model constitution of 2017. The document is to be forwarded to the charity commission in order that it can be adopted in replacement of the original governance document dated 1930.</p> <p>Roles/Responsibilities: Following on from discussions the following have formally agreed to take on the roles as part of BHVH management committee.</p> <p>Chair – Jennie Cooper Treasurer – Trish Rogers Secretary – Daisy Hollingsworth Coffee Shop Manager - Ann Misselbrook</p>
5	<p>Correspondence</p> <p>Nothing of note</p>
6	<p>Any other business:</p> <p>A discussion took place involving the Volunteer Group, who put forward a suggestion for a fund raising Christmas Party to be organised by them on the 9th December 2023.</p>
	<p>Date next meeting: 7.30pm 10th January 2023</p>

