

MINUTES OF REDWICK VILLAGE HALL COMMITTEE MEETING HELD AT REDWICK VILLAGE HALL

ON 17 JANUARY, 2023

PRESENT: Sandra Bogue (SB), Mair Duthie (MD), Chair: Elwyn Jarrett (EJ), Sec: Kath James (KJ), Bonner Jonew (BJ) Margaret Kinlay (MK), Joanna Nowosad (JN), Treasurer: Ann Price (AP), and Sharon Waters (SW).

The meeting commenced with a presentation kindly given by Mr Elwyn Jarrett. It outlined, in detail, how RVH must make sure that the Charity is running in line with Charity Commission requirements.

Development of hall procedures and Charity Commission document:

Hall alcohol licence needs to be changed in line with the Charities Commission requirements. The trustees have met and agreed to change licence. Meeting will be arranged with Gary and Sarah from The Rose Pub. **EJ/KJ**

We need a Committee Terms of Reference document which calls out the roles and responsibilities and any constraints on commitments and actions of the Committee **EJ**

A governing document has been submitted, reviewed and signed off by the trustees.

The Minutes of the last meeting were deemed correct and signed.

MATTERS ARISING: The boiler is now working but we are still awaiting costs for an annual service and ad-hoc maintenance. **EJ**

Booking Conditions – This work has been completed and the associated document has been approved by the Trustees. To be implemented by Booking Clerk. **SW**

Licence for user of green space by The Rose - This work has been completed and the associated document has been approved by the Trustees. The Rose Landlady and Landlord to sign. **EJ**

Boundary – GPS site plan awaited from Ellie Jones. **EJ**

Fire Alarm Work has been completed.

Budget forecast is difficult to determine at present. The minimum cost of running the hall is estimated at £7,500 pa but hall bookings look healthy for this year including two weddings.

Bar, kitchen and plant room fire doors have been remedied.

Electrical testing has been completed and passed apart from one circuit which is still to be found.

Hall window and glass replacement has been discussed by trustees and given the go ahead. **EJ**

BALANCE AT BANK: £24,992.35p.

There being no further business, the meeting terminated and the date for next meeting was fixed for 16th February, 2023 at 6 pm.