

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

ON 16th FEBRUARY 2023

PRESENT:

Sandra Bogue (SB), Mair Duthie (MD), Chair: Elwyn Jarrett (EJ), Bonner Jones (BJ), Treasurer: Ann Price (AP) and Sharon Waters (SW).

APOLOGIES:

Apologies for absence were noted for:

Sec: Kath James (KJ), Margaret Kinlay (MK), Joanna Nowosad (JN), Gary Webb (GW) and Sarah McDonald (SM).

REVIEW OF PREVIOUS MINUTES & MATTERS ARISING:

EJ walked the meeting through the minutes of the meeting of 17th January 2023 and it was confirmed by ALL in attendance that they were a true and accurate record of the meeting and as such were signed off by the Chair.

EJ explained that the Bar Policy was in development and aligned to a preferred supplier approach. EJ explained that discussions would be required with The Rose Inn regarding the bar equipment that it had provided to the Hall in 2011/12 as these assets appeared to belong to The Rose which contravened both Charity Commission and The Big Lottery constraints.

Action: EJ is to arrange a meeting with the Board of Trustees to review the position of Rose Inn assets being installed and used on Charity premises to allow a solution to be developed.

EJ confirmed that the Committee Terms of Reference document had been issued to the Board of Trustees for approval.

Action: EJ is to chase up the Board of Trustees to approve or confirm any required amendments to the Hall Committee Terms of Reference.

During discussion EJ explained to SW that she needed to use the new Booking Conditions document. In response SW explained that she was unsure how to send the conditions as she typically works from an iPad. EJ confirmed that he would happily meet with her to explain how to send an attachment stored on an iPad if required.

Action: SW is to let EJ know if she needs any help in sending out the Hall Booking conditions from her iPad to hirers.

EJ explained that he had printed off the Green Space licence for sign-off by GW and SM and would pop this into The Rose Inn for them to review and sign.

FINACE UPDATE:

AP confirmed that the Bank Balance stood at £23,510.13 with the following items being paid since the January 2023 meeting:

- Electrical safety testing and certification - £360.
- Electricity charges - £828.36

- Refund to Redwick Community Council of Jubilee monies that had gone unused - £845.50
- Donations to the woodland trust - £100

ANY OTHER BUSINESS

EJ confirmed that the charities new Governing Document has been signed off by the Board of Trustees on 1st February 2023 and that this would be uploaded to the Charity Commission as soon as possible.

EJ thanked SB for her excellent work in developing the framework Policies that the charity needed to put in place to comply with Charity Commission obligations. EJ expressed his gratitude for SBs efforts in identifying the Charity Excellence organisation as this will help ensure that the charity becomes fully compliant with the Charity Commission obligations. EJ explained that he would be looking at going through the Charity Excellence process before the next meeting.

SB requested assistance in finding the Charity's gift aid reference number for purpose of claiming gift aid on donations going forward plus retrospective claims going back 2 years if the appropriate consent is available/obtained.

Actions: AP is to review the documentation that she holds and let SB know if there are any Gift Aid forms in her position.

EJ, AP and SB are to agree a date to go through all of the financial paperwork in the Hall loft space to identify any Gift Aid paperwork that may exist.

DATE OF NEXT MEETING

There being no further business the meeting closed at 6.45pm and it was agreed subject to confirmation from SM or GW that the next meeting should be held at **The Rose Inn on Monday 13th March 2023 starting at 6pm**