

## Milford Village Hall Committee Meeting Minutes Monday 24 June 2024

**Core committee members present:** Mrs Liz Simmons, Chair  
Mr David Couper, Treasurer  
Mrs Sue Allen, Bookings Manager  
Mrs Helen McSherry, Secretary

**Other committee members present:** Ms Saskia Robin, Publicity  
Ms Nicole Robin, Compliance

### 1. Apologies for absence

Received from Mrs Maddie Murray, St John's Church representative, Mr Robin Lucas, Witley & Milford Parish Council representative and Kathy Smyth, Trustee. Liz advised that copies of committee documents no longer need to go to Sarah Nash, the Clerk to the Parish Council, as she is able to be updated by Robin.

### 2. Minutes of the Last Meeting of 25 March 2024

The Minutes were reviewed and agreed as accurate.

### 3. Matters arising from Last Meeting not covered elsewhere

There were no new matters arising.

### 4. Chair's Report

The Chair's report is attached. Further comments re this follow:

c) Hall condition review

- All the asbestos that was high risk in the hall has been removed. Some damage (there is a small area of lifted tiles) was done to the floor by a water leak during the removal which is due to be repaired.
- The Zumba group hirer has identified that the **stage area** flooring is proving to be a bit slippery but those who worked on the new surface are not forthcoming with a resolution. After some discussion, Saskia gave Liz the details of Shane – 07976 839924 – who might be able to help. **Liz will contact him. Sue will feed back to Zumba leader**, Alison, that Liz is investigating.
- A new heating system has been sourced. This is electrically powered, controlled remotely, hopefully more efficient than the previous, on a par cost-wise and currently being used successfully at the Burton Pavilion. It is due to be fitted in the two weeks starting 30 July. Sue has advised and cancelled those hirers with bookings.

- The company installing the new heating system will quote for fitting a new cooker point for a new cooker to be fitted in the kitchen.
- To enable the curtain replacement and re-cording of the existing curtains, scaffold or a tower is required **with a foot level of 11'**. **Liz and David will approach Adrian as it's thought he has one.**
- A repat blocked foul water drain has been cleared. There is a design fault that is not economical to replace at this time so ongoing monitoring will be required.

#### d) Security

- Liz explained that external CCTV cameras are not in action as Witley & Milford PC decided not to replace their system. When the building is updated, this can be reviewed. Saskia has experience in this area.

#### g) IT

- Liz expressed thanks to Sue for all her work setting up the Hallmaster System. In future, new hirers will be able to input their information themselves.

#### h) Lettings

- **David will check our insurance policy** to ascertain whether hirers' items stored there would be covered going forward. **The committee need to then decide** whether they want the arrangement to continue. Items stored would need to be non-flammable, listed, signed for and insurance would have to include the accessing of them, and being stored at the hirers' risk.

## 5. Treasurer's Report

The Treasurer's report is attached.

- David explained that the income from Lettings has been affected by us charging our hirers 50% of usual fees in the winter months, because of the cold caused by the problems with the heating system.
  - He and Liz have a plan to actively market the Village Hall from September and Nicole felt if we wanted to be used for private event hire, we should consider the acquisition of table cloths, better chairs etc that could be hired. This was discussed but no decision made.
  - Liz instigated a discussion re raising the hourly rate for hirers, justified by the new heating system and other large sums spent, investing in the hall. It was agreed that it should be raised by £1 an hour from 1/1/2025 and that **hirers would be given appropriate notice by Liz.**
1. David clarified that our current deficit is closely matched by the total of recent, large, one-off expenses: asbestos removal and new heating costs thus far.
  2. We are due a rebate for gas paid for on estimated readings, but not used.

3. We have paid the electrician who will do the heating upgrade £9000 in advance to avoid paying an upcoming price increase. **Saskia will look to sort the Broadband issue.**
4. As previously mentioned, **David will check our insurance policy regarding the storage and accessing of items by hirers, under the stage.**

## 6. Bookings Manager's Report

It was noted that this would be Sue's title going forward; her report is attached.

- It was felt there is an email address issue for two hirers and Sue has not been able to change email addresses. **David and Sue will liaise and look into this.**
- **Sue will give Helen access to Hallmaster.**
- There is a new yoga lady who works with goats and this has become a semi-regular booking.

## 7. Update from Trustees

In Kathy's absence, Liz was able to update us that the plan Kathy had had to create a simplified, revised and updated draft lease to put forward to the Diocese, has been thwarted by the Charity Commission, who would not allow it. Previously in the meeting Liz had explained, for Saskia's benefit, the history of the leasing situation. The progress has not been helped by the fact that it was not possible for the Diocese to advertise for a new vicar until six months had passed from the official departure date of the previous incumbent.

## 8. Any Other Business

- Liz confirmed that Saskia has drawn up two templates for **use as publicity material** that Liz is giving consideration to.
- Sue asked about the revised Hiring Agreement that Liz has been working on and Liz explained she has had severe computer problems that stopped her working on it. These have now been resolved and **Liz will be giving it further attention.**
- Helen advised she had only heard from Maddie as to her availability for the proposed date of the next meeting, so **will chase others not present before these minutes go out.** She also advised Liz outside of the meeting that Maddie had clarified, in her position as St John's Church representative, that there was nothing to report from St John's as the Diocese have given no update regarding the lease position or the replacement of the vicar.

## 9. Date of Next Meeting

The date of the next Committee Meeting will be on **Monday, 30 September, 7.30pm, in the side room at MVH**, once members' availability has been clarified.

**The meeting closed at 8.45pm.**