

Cowfold Village Hall Management Committee

Minutes of Ordinary Meeting in the Village Hall on 24th July 2018 at 1900

Present

John Chamberlin (Chairman), Barry Sowton (Bridge Club), Linda Sowton (Welcome Club), Geoff Case (Treasurer and British Legion Men's Section), Eileen Precious (Horticultural Society), Jenny Baldwin (Elected Member), Pat Parsons (WI), Joan Baterip (Bowls Club) and David Precious (Secretary and Cowfold Football Club).

Apologies / Absent

Chris Collins (Parish Council), Dawn Jelley (St Peters Church), Debbie Miles (British Legion Women's Section) and Julie De Jager (Weald Community Church).

Welcome

John welcomed us all to the meeting.

Minutes of last Meeting (held on 24th April 2018)

Agreed as correct and signed by the Chairman.

Matters Arising

a) In regard to the new EU General Data Protection Regulations (GDPR), that came into effect on 25th May, all members confirmed their willingness to receive CVH messages by e mail and for the addresses to be held, privately, with the Secretary.

b) The outside entrance light will be repaired / replaced before the next meeting.

ACTION: JOHN

c) The Bowls Club are still waiting for one of the kitchen cupboards to be designated for their exclusive use and for this to have locking facilities - this will be expedited by John / Barry.

ACTION: JOHN / BARRY

d) We are still waiting to hear from the Parish Council as to how our donation of £5k to the Allmond Centre was spent?

ACTION: CHRIS

Treasurer's Report

Geoff had kindly sent to all members, electronically before the meeting, the three month (April, May and June) financial figures - Geoff further reported:

- a) Accounts wise, all is in order at present with income comfortably exceeding expenditure (the combined benefit of the Flat and Office make this possible). A £4k transfer has recently been made to our savings account.
- b) Costs are generally lower in the summer months - the main example being oil. It was suggested, and agreed, that the oil tank should be topped up in the next week or so - thereby taking advantage of, generally, lower mid-year oil prices.
- c) The Village Hall recently paid April Council Rates for the former Pavilion (now the Allmond Centre) - the cost of £59.95 will be charged out to the Parish Council.
- d) Agreed that an outstanding invoice to the Co-op of £40 from last year be written off as the Co-op is generally supportive of Village activities (bonfire night, etc).
- e) There are two further outstanding May invoices at present i) Raynos and ii) Tamara Barclay: Geoff is chasing both. **ACTION: GEOFF**

Geoff was thanked very much for his efforts.

Correspondence

- a) A letter dated 12th June from the Cowfold Evening WI was received, advising that effective July 2018 their future meetings will be held in the Allmond Centre - rather than the Village Hall - the reason being increased membership requires a larger room.
- b) A letter of complaint had been received from the Weald Community Church stating that the standards of Village Hall cleanliness appear to have deteriorated over the past few months. Action has been taken by us as follows:
 - i) John has spoken to Russell to give this his attention
 - ii) Geoff inspected the Village Hall earlier and found it to be in good order. The position will be monitored over the next few weeks and John will respond to the Weald Church. **ACTION: JOHN**

Village Hall Renovation Programme

The priority, at present, is for the asphalt roofing to be examined - it is thought that it must be about 25 years ago since this was looked at - John is contacting a roofing firm for an examination and quotation. **ACTION: JOHN**

Once this matter has received attention, consideration will then be given to getting quotations for the previously agreed on-going work programme of a) the Ladies Toilets and b) the main passageway and improved lighting. It is anticipated that we will be able to review this proposed work programme, in more detail, at our next meeting.

ACTION: JOHN

Our Village Hall Management Committee

A key discussion item for our meeting.

Current changes such as the opening of the new Allmond Centre, declining numbers of Cowfold village Clubs, the ageing membership of the Committee and the pending departure of our long-standing Chairman require an evaluation of the role of the **Management Committee**.

By way of background, the Charity Commission in a "declaration of trust" in 1978 approved the administration of the Village Hall management - this is still our Code of Good Practice today. Many changes have taken place since that time, especially a drastic reduction of the number of Representative Members - perhaps now is the time (for the reasons given above) to review where we go from here.

A summary of views expressed is:

- Despite invitations to some main users (ie Dog Club, KB Fitness) to join the Committee, these have been declined.
- In some respects, we have tended in recent times to be more a "User" Committee, rather than a "Management" Committee - the latter role has been most successfully carried out largely by the Chairman and the Treasurer. This is likely to change in the future. Key management issues include (but are not restricted to) Health & Safety, Fire Regulations, Insurance, Flat and Office responsibilities and the like.
- The Charity Commissioners' legal responsibilities entrusted on us all must be remembered.
- Our present Committee, by and large, does not truly represent the age distribution of the village population - or the Users. (At this point David indicated that he is only able to continue for one further year as Secretary).
- As reported under the Treasurer's notes we are, presently, financially sound.

From the above an agreed plan of action is along the following lines:

- ⇒ To urgently identify a potential new Chairman.
- ⇒ To revisit the main users and seek support from them in identifying potential new (young) Committee members with an emphasis on them assisting with the management of this important village facility.
- ⇒ To examine the current membership to determine its relevance to the Committee structure - by way of examples, both the Football Club and WI are now no longer regular or major users of the Village Hall.

John thanked everyone for a most constructive discussion and will give attention to the key points outlined above.

ACTION: JOHN

Any Other Business

- a) The Bowls Club request that all ceiling fluorescent lights, in the Main Hall, be in working order for the autumn / winter bowling season. **ACTION: JOHN**
- b) Joan, on behalf of the Bowls Club, also said that a report has been received that one of the Ladies toilet seats has worked loose. **ACTION: JOHN**

The Meeting closed at 2015 with the Chairman's thanks to all.

Date of Next Meeting - Tuesday 30th October at 1900.

JDP July 2018