

**TRUSTEES OF  
WEST HOATHLY VILLAGE HALL  
Charity Registration Number: 305328**

Document reference: 2104

**Minutes of the Meeting of the  
West Hoathly Village Hall Management Committee held on  
Monday 15<sup>th</sup> February 2021 at 7:30pm**

**Members**

Ken Allfree (Chairman)

Paul Brown

Kevin Gould

Douglas Denham St Pinnock

Anne Halligey (Vice Chairman)

\* denotes absence

**Also Present:**

Leanne Andrews

Andy Beams

Due to the restrictions put in place in response to the Covid-19 pandemic this meeting was held using video conferencing technology.

**294) To receive apologies for absence**

There were none.

**295) To receive declarations of interest from Councillors in respect of any matter on the Agenda**

There were none.

**296) To approve the minutes of the Meeting of West Hoathly Village Hall Management Committee held on the 23<sup>rd</sup> November 2021**

The minutes were approved and the Chairman will sign them as a true record at a later date.

**297) To receive the clerk's report and note any point of interest**

The expenditure was noted.

**298) To monitor actual expenditure v budget to 31<sup>st</sup> January 2021**

The clerks report was noted.

**299) To approve a budget for 2021/2022**

The budget was discussed, the Clerk and RFO will work together to make some agreed amendments and the budget will be taken for approval to the next Village Hall Trustee meeting.

**300) To receive an update on the Village Hall Flat refurbishment work**

An update was received by Ken Allfree, it was noted that the Kitchen work had been finished and that the Flat was now ready for the new tenant to move in.

**301) To discuss the next steps in The Village Hall Flat staircase replacement**

A quote for the staircase work was agreed.

The Committee agreed to proceed with the design drawings and to delay the building work until the grant had been received from the Parish Council.

Once the drawings have been obtained it was agreed that they will be shown to the prospective archive builder to ensure that they approve the drawings and that they will not impact the archive store work.

It was noted that it needs to be established whether the staircase work requires building regulations.

**302) To discuss energy efficiency work that can be supported by the government Green Homes Grant**

The Green Homes Grant was discussed, it was noted that there are limited companies taking part in the scheme and those that are, seem very busy.

Clerk to research costs of an Air Source Heat Pump and Secondary Glazing.

**303) To discuss storage issues in the hall**

Storage has long been an issue in the hall, and this will become more apparent once the Archive Store is built.

It was agreed that the Clerk will notify hall users that storage continues to be an issue in the hall and that the Committee may need to look at regular charges for storage in the future. If storage is no longer needed or can be better utilised it may negate the need for charges.

**304) To note items of interest or items for inclusion at the next meeting**

It was raised by Kevin Gould that to comply with charity legislation the Village Hall Trustee Board should be meeting to approve the budget and large expenditure.

Kevin Gould agreed to work with the Clerk to update the Terms of Reference and that twice yearly meetings would follow Parish Council meetings where necessary.

Date of next meeting 21<sup>st</sup> June 2021

There being no further business the meeting closed at: 20:45

Chairman-----