

MINUTES
ENGLISH BICKNOR VILLAGE HALL and BAR

A Committee Meeting of E.B. Village Hall & Bar was held in the Bar on Monday 13th Feb 2023 at 7.30 pm.

PRESENT:

Mr. P. Gwilliam (Chairman), Mrs. S Shelbourne (Secretary), Mrs. J Maxfield (Whist), Mrs. D Gwilliam (FOSM & Functions), Mrs. M Fox (Tuesday Lunch), Mrs. Z Roberts (Village Rep), Mrs. J Blakemore (J B) (WI), Mrs. C Sandler (Gardening), Miss L Bonser (School), Mr. R Waldron (Bar Treasurer), Mrs. A Watkins (Vice Chair), Mrs. R Lacey (History Group), Mr. K Froud (Table Tennis), Peter Warden (Parish Council).

APOLOGIES:

Mr. J Carrick (Parish Council). Mrs. J McHattie (PCC), Mrs. J Bradley (Bookings Secretary).

Invited participants: Mr. Nick Elsmore (NE) and Ian Barkley (IB).

1. Minutes of last meeting

These were accepted as a true record.

2. Actions from Last Meeting

See Annex A for progress of open actions from previous meetings.

3. Chairmans Update

PG reported that no new Trustees have come forward after the request was placed in the Parish Magazine. There are now three trustees and ideally, the VH needs five trustees. CS suggested that there may be more interest if the Roles and Responsibilities (R&R) of trustees was made public. It was agreed that the R&R of trustees should be added to the new Governance document. **Action:** JE to add R&R to the document which are available on the Charity Commission website.

The subject of the open committee meeting was discussed. NE suggested it should be an annual event. It was suggested that the open meeting should be held close to the similar meeting held by the Parish Council which is held in May. It was agreed by the committee that an open meeting should take place at least once a year. **Action:** PG to set the date.

A Football Academy has expressed an interest in using the playing fields on alternate Saturdays starting in Sept 23. The age group will be 7-11 years of age and 11-14 years of age. The players will come from Gloucestershire, Bristol, N Somerset and Herefordshire. English Bicknor is therefore a good location to have the Academy. They will be charged £40 for the use of the changing rooms. They will use the

changing rooms but not the showers and they may need to use the hall to hold sessions to discuss and review the matches. They may need the use of the bar however hall bookings for events such as weddings will take priority. PW suggested that before they make use of the playing field and VH then there needs to be a contract clearly stating the Terms and Conditions (T&Cs) of use. It was also suggested that they have a probationary period before the T&Cs are extended.

Increased car parking was discussed however PG stated that the main football pitch could be moved further down the playing field by 30 yards thus allowing more space for car parking.

PG also stated that as young people will be using the playing field and facilities it may be possible to gain grants which could be used to complete the changing rooms.

A set of goal posts will be required which cost approx. £1000.

The committee agreed in principle that this was a good use of the playing field and VH but they would like to see a more detailed proposal from the academy.

4. Sub Group Governance Update

RL explained the recent work carried out by the Governance Sub Group. RL has engaged with a Lawyer through the Charities Commission who has been instrumental in the creation of the new Governance Document which is now at Draft 5. The committee has been asked to review the document and provide feedback.

The document defines the legal responsibilities of the trustees, the R&R of the managers and the function of the committee. The document also defines the membership of the charity as all who live within the parish boundary.

The document defines how the committee meetings agenda will be created and when and where the committee minutes will be published.

The bar is now defined as a sole trader which makes donations to the VH Charity twice a year.

NE asked if the general public could be invited to committee meetings if they had a specific reason for attending such as giving a presentation. This was agreed and this detail will be added to the Governance Document. **Action** JE.

CS challenged the quorum in order to hold a committee meeting as the number of committee members may vary. CS suggested a quorum of more than 50% of the managers and more than 50% of the other committee members. This point will be considered by the Subgroup. PG did insist that any committee members who cannot attend any meetings must send apologies to the secretary in good time to ensure enough committee members are available to hold the meeting. Unless apologies are made committee members are expected to attend.

SS noted that the document did not contain any R&R for the Vice Chair. This will be added to the document by the Subgroup. **Action:** Subgroup.

The Governance Document also describes the VH Personal Data Protection responsibilities and as a result a form has been created which all committee members are asked to complete giving consent to the VH Managers to hold their personal data in a secure location and only for VH business. This was agreed. JE will send the final version of the consent form to all Trustees, Managers and committee members for signature. All personal data will be stored in a secure location on an encrypted electronic device.

It was agreed that the Governance Document should be reviewed annually at the Acceptance of Accounts meeting.

New rules will be placed on the VH Website when the site is active and updated. JE asked RL when she thought Simon Andrewes would complete the work on the website. **Action:** RL to confirm when the website update would be completed.

The committee accepted the new Governance Document pending the recorded actions.

5. Storm Drain: Groundworkers discovered a pipe connecting the VH Septic Tank to a storm drain which is contrary to environmental regulations. The pipework was also blocked with willow tree roots which have now been cleared. All the work has now been completed and the PC has been informed. There should now be no further flooding in the area of the play area.

6. Car Park Resurfacing: Richard Bowen has been asked for a quote to resurface the carpark which is uneven and pot holed.

7. Functions Committee.

Unfortunately, the function to celebrate Joan Maxwell's Unsung Hero Award has been postponed. The VH will receive the £1000 awarded to Joan but she will decide on how it will be spent. The award will be displayed in the VH.

The recent Farmhouse Breakfast was a great success with 140 covers raising £791.

The Functions Committee is planning for an event on Coronation Day, 8th May.

The Carvery in March is fully booked; however, some help is needed on the day.

8. AOB

CS informed the Committee that she had clarified with Tabby that his resignation letter was intended to be read by all VH and PC Committee members. CS had now distributed the letter to all. AW asked if CS had written permission from Tabby to do this and if not, she should gain it. **Action:** CS to gain written permission to distribute the letter.

JB informed the committee that a poster advertising Dementia Support had been removed from the VH notice board. SS explained that the VH notice boards are primarily for use by the VH and its user groups to give information to the members of the parish. SS said that the VH can accept such posters on the notice board if there is enough space. Another notice board may be required for posters such as this which are not directly related to the parish.

SS informed the committee that the septic tank had been emptied at a cost of £200. Three fire extinguishers have been replaced post a fire inspection. The boiler is being serviced on the 24th Feb. EoN were unable to install a Smart Meter as the meter backboard has woodworm. National Grid will replace the backboard then EoN will return to fit the meter.

SS is arranging bar functions on Friday nights. There have been several successful events such as pizza, fish and chip and skittles nights. She has put a functions poster on Facebook covering the next 3 months. SS is planning a Rugby Six Nations Super Saturday event on the 18th of March. A visiting food wagon will be at this event. An event is also being planned in early May with music and the Beefy Boys Gourmet Burger van visiting.

SS also stated more bar staff are required to support these events.

NE asked if we were now going to actively encourage teams (darts, skittle, quoits) to come and use the VH and if so, an advertisement in a local free newspaper may be needed. Notices on the Bicknor Chat or Berryhill life FB Pages may also be an option. DG informed the committee that a volunteer is required to manage a VH Facebook page.

RL informed the committee that the village fete would be held on the 24th June and that there would be a dog show.

RL also informed the committee that Katie Winterbourne would be moving into the parish soon and she may like to join the committee. She could offer marketing support as well as maximizing music events.

PG informed the committee that the current play area will be expanded to include apparatus for older children. In order to do this a separate sub bank account will be required into which donations and other monies can be paid. This account (restricted fund) will be for the sole use of play area development. The committee agreed to the creation of this sub account.

DG informed the committee that there was a wedding planned for October. A marquee will be erected and they have requested the use of fire pits. The fire pits will be raised so as not to burn the grass. There were no objections from the committee.

On advice from the heating engineer, it is recommended that the VH thermostat is set at 15 deg C when the hall is empty. There have been complaints that the VH takes a long time to warm up when occupied. This was accepted by the committee.

Mr. Ian Barkley and Mr. Nick Elsmore, who were invited guests at the meeting, were asked if they wish to join the committee. Ian declined at this time but he did say that he had experience in working on Governance Documents and Data Protection issues so he could give advice to the committee if required.

Nick has agreed to join the committee and has agreed to put out notices inviting interested parties to consider using the hall to play darts / quoits / skittles.

There being no other business, the meeting closed at 9: 00p.m

The next Meeting is **24th April 2023 at 7.30 pm.**

Signed

Annex A - Actions Tracker

Meeting Date	Meeting Type	Action	Action Owner	Closing Statement/Comments	Status Open/Closed
21/11/2022	AGM	There was an outstanding action from the last AGM as there was still an issue with the lack of external light by the waste bins, raised by S Yem. This was noted and remains an action at the next VH Committee Meeting.	PG	13/2/23-This is in hand and the VH Electrician K Parry has been contacted.	Open
21/11/2022	Comm Mtg	Car Park security light is required.	PG	13-2-23 As above	Open
21/11/2022	Comm Mtg	Land Registry – VH not registered.	PG	13-2-23-RB has volunteered to take on this task	Open
21/11/2022	Comm Mtg	Main hall toilet light being left on. Can automatic lights be installed?	PG	13-2-23-PG will discuss with the VH Electrician.	Open
21/11/2022	Comm Mtg	ZR asked if a small furniture sale could be held?	PG	PG to consider this request. 13-2-23-This will need someone to support and arrange this function. ZR will discuss with Roger Garlic the local Ross on Wye auctioneer.	Open
21/11/2022	Comm Mtg	ZR asked if the trees adjacent to the road need to be trimmed. PG pointed out that they are subject to a preservation order.	PG	PG to discuss at the next EB Parish Council Meeting. 13-2-23 Peter Warden has taken the action to discuss trimming of trees at the next PC meeting.	Open

21/11/2022	Comm Mtg	RL raised the point that we should consider increasing the size of the committee to bring in new ideas. The AGM highlighted the fact that the community wanted more engagement with the VH and visibility as to what the committee is planning. The committee could be expanded to include positions such as: A second Village Representative, A Maintenance Manager, A Bar Manager.	PG	This subject needs further consideration by the Chairman. 13-2-23-Nick Elsmore and Ian Barkley have been invited to this meeting.	CLOSED
21/11/2022	Comm Mtg	The VH also needs additional Trustees	PG	This subject needs further consideration by the Chairman. 13-2-23 A notice has been placed in the Parish Magazine; however, no one has come forward.	Open
21/11/2022 14/2/23	Comm Mtg	It was also proposed, as a result of comments from the floor during the AGM, that we have an 'open' committee meeting where members of the parish can attend. Any such meeting should be advertised in the Parish Magazine.	PG	The Chairman will select a date for the 'open' meeting. 14/2/23-Agreed annual open meeting date to be set.	Open
14/02/2023	Comm Mtg	Add the R&R of Trustees to the new Governance Document	JE	Completed post meeting	CLOSED
14/02/2023	Comm Mtg	Add to the Gov Doc. That members of the public can attend committee meetings for specific reasons.	JE	Completed post meeting	CLOSED
14/02/2023	Comm Mtg	Add R&R of Vice Chair to the Governance Document	Subgroup	Completed post meeting	CLOSED
14/02/2023	Comm Mtg	CS to gain written permission to distribute Tabby's resignation letter.	CS		Open
14/02/2023	Comm Mtg	RL to confirm when the website update would be completed.	RL		Open

14/02/2023	Comm Mtg	Nick has agreed to join the committee and has agreed to put out notices inviting interested parties to consider using the hall to play darts / quoits / skittles.	NE		Open
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