

**MINUTES**  
**ENGLISH BICKNOR VILLAGE HALL and BAR**

A Managing Trustees Committee Meeting of E.B. Village Hall & Bar was held in the VH bar on Monday 18<sup>th</sup> November 2024 at 9.30 pm post the AGM.

**PRESENT:**

Mr. P. Gwilliam (Chairman/Holding Trustee), Mrs. S Shelbourne (Treasurer), Mrs. D Gwilliam (Facilities Manager/FOSM), Mr. J Entwistle (Secretary), Mr. R Waldron (Bar Treasurer),

1. **APOLOGIES:**

2. **Minutes of last meeting**

Not considered at this short meeting.

3. **Chairmans Update**

Not applicable

4. **Actions from Last Meeting**

Not applicable.

5. **Matters Arising**

It was agreed to spend £240 to carry out the work on the boiler flu which was picked up at the recent boiler servicing. The work will be carried out in January.

Dado rail installation is now complete.

Fire alarm servicing will be carried out next week.

Gutters need cleaning again once all leaves have fallen. Bobby will be asked to do the work again.

The septic tank will need emptying in January.

The new heating control HIVE system only controls the hall heating. It will cost £130 to include the bar heating system. It was agreed to do this and spend the £130. **Action SS.**

The lighting down the side of the VH is still not adequate and also the VH gent's toilet light keeps being left on and needs to be on a sensor. The external socket also needs a dead switch installing in the store room. **Action.** SS to contact Kevin Parry.

For the Christmas celebrations four artificial trees will be put up outside the hall. Electrical cable covers will be needed to prevent a trip hazard. **Action:** JE to look to buy some off Amazon.

A Line Dancing Troop may wish to use the VH on a Monday evening.

6. Functions

Not discussed.

5. AOB

There being no other business, the meeting closed at 9.40 p.m.

The next Managing Trustees Meeting to include User Group representatives will be to the Acceptance of Accounts and will take place on **Monday 13<sup>th</sup> January 2025 at 7.30p.m.**

**Signed**

## Annex A - Actions Tracker

Meeting Date	Meeting Type	Action	Action Owner	Closing Statement/Comments	Status Open/Closed
21/11/2022	Comm Mtg	Land Registry – VH not registered.	PG	15/1/24- DG has a solicitor contact in Hereford who may be able to help.8/4/24-Due to cost this subject is on hold. 16-4-24, Raise memorandum at AGM and Gwyn James will carry out Land Registration.	OPEN
25/09/2023	Comm Mtg	The property deeds/documents need updating to include all current holding trustees.	JE	8/4/24-JE to investigate if the Charity Commission can take over as holding trustee. 10/6/24 JE to discuss with Gwyn James Solicitors.	CLOSED see above action line 4
25/09/2023	Comm Mtg	SS suggested that we need a board on the outside of the VH giving details as to how the hall and playing field can be booked	DG	15/1/24-SS states that a banner will be purchased. 8/4/24-Still in progress. 10/6/24 DG now has the action.16-9-24, Sign now in place CLOSED	CLOSED
15/01/2024	Trustees Mtg	Not clear what documents are required which specify who are the Holding Trustees, <b>Action:</b> JE will ring the Charity Commission to find out what document needs to be raised to detail the Holding Trustees.	JE	8/4/24-JE to contact the CC see if the Official Custodian of Charities can become the holding trustee. 10/6/24- WIP JE to talk to Gwyn James solicitors.	CLOSED see above action line 4
08/04/2024	Trustees and Users Mtg	Trimming of trees and removal of blown down trees	PG	10/6/24 - WIP.	OPEN

08/04/2024	Trustees and Users Mtg	WI Need grass cutting for croquet on the 8th August	PG	16-9-24, Carried out	CLOSED
08/04/2024	Trustees and Users Mtg	Managing Trustees need to understand Martyn's Law and any impact on VH events	JE	10/6/24 - JE to investigate. WIP.	OPEN
10/06/2024	Trustees Meeting	Mini JCB may be needed to aid the planting of the orchard trees.	PG	16-9-24, PG has found one which will be used to plant the trees. CLOSED.	CLOSED
10/06/2024	Trustees Meeting	Do the oak trees need a further inspection	PG	16-9-24 WIP PG action.	OPEN
10/06/2024	Trustees Meeting	Amend events booking form so more accurate bar opening times are stated.	SS	16-9-24 Amended CLOSED	CLOSED
10/06/2024	Trustees Meeting	Wedding Package checklist	JE	16-9-24, created CLOSED	CLOSED
10/06/2024	Trustees Meeting	Silvertime Legal presentation to the lunch club. JE to contact Joan Maxfield.	JE	16-9-24, Not required CLOSED.	CLOSED
10/06/2024	Trustees Meeting	Grass Cutting- list of playing field users to PC.	PG	16-9-24, Needs presenting to the PC again as they are not paying 50%.	OPEN
10/06/2024	Trustees Meeting	Key List	JE		OPEN
10/06/2024	Trustees Meeting	Youth Football, do they want the same arrangement next season	PG	16-9-24, new user agreement to be raised for 24-25 season.	OPEN
10/06/2024	Trustees Meeting	VH Risk assessment update	JE	16-9-24 updated	CLOSED
16/09/2024	Trustees/Users Mtg	Arrange Fire Inspection	JE		OPEN
16/09/2024	Trustees/Users Mtg	Fence panel repair by Two Rivers	JE		OPEN