

MINUTES
ENGLISH BICKNOR VILLAGE HALL and BAR

A Trustees Committee Meeting of E.B. Village Hall & Bar was held in the VH bar on Monday 15th January 2023 at 7.30 pm.

PRESENT:

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

1. **APOLOGIES:**

None

2. **Minutes of last meeting**

The minutes of the last committee (25th September) meeting were accepted as a true record.

3. **Actions from Last Meeting**

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

4. **Chairmans Update**

Nothing to note.

5. **Matters Arising**

Outside Lights (x2) on the corner near the bins do not work. **Action:** chairman to contact the Electrician.

Land Registration – David Gunter (Holding Trustee) has received some costs from a solicitor who can help us add the VH to the Land Registry and also create the correct document to name all Holding trustees. The following is from the solicitor.

. The best I can say at the moment is that, depending on the information available and the amount and complexity of the work which ultimately proves necessary, our costs are likely to be somewhere between £1,500 and £5,000 plus VAT.

This is a large sum of money for a small charity to afford. **Action:** JE will ring the Charity Commission to find out what document needs to be raised to detail the Holding Trustees.

At the AGM there was a proposal that a Peoples Orchard could be planted at the far end of the playing field. The trustees agreed that this was a good idea and that small

apple trees could be planted. The Chairman does not think planning permission is required but he will discuss this plan with the Parish Council who own the land.

Action: PG to discuss at next PC meeting.

New Gazebos for use at the fete and other events. JE pointed out at the AGM that several of the gazebos were broken and needed replacement. SS stated that FOSM usually bought them in the past. **Action:** DG will discuss at the next FOSM meeting.

A new Village Rep put themselves forward at the AGM, Mr. Marcus Sutton. The secretary needs his email to add him to the distribution list. **Action:** PG to obtain his details.

Mr. Roy Jago has put himself forward as a Holding Trustee. His position must be formally ratified at the next AGM in Nov 24.

Charges – SS (VH Treasurer) informed the trustees that the electricity prices were set to increase. The current electricity tariff will change from 15 kw/h to 26 kw/h. This tariff will be fixed for 2 years. It is estimated that the charges will increase from £1650 per year to £2400 per year.

The treasurer proposed that the user group booking fees and other event fees need to increase to gain more income. This was agreed by the trustees and after discussion new fees were agreed. SS will amend the fees and requested that JE send out the new fees to all users which will take effect from 1st Feb. SS also told the trustees that the user group fees have not increased since 2009.

The trustees also acknowledge that the bar prices, in general, are low. After discussion it was agreed that some bar prices need to increase. This was agreed and new bar prices will take effect from the 1st Feb.

JE informed the trustees that all MOM can now be placed on the VH website. All MOM are now on the website from and including the 2022 AGM.

SS informed the trustees that the VH has now finally received the £552 from Two Rivers to compensate the VH for costs incurred repairing the blocked drain.

JE told the trustees that he had not heard from the Charities Commission concerning our request to update the Governance Document. They should respond to requests within 30 working days. **Action:** JE will ring the CC to find out the situation.

At the AGM it was mentioned that the VH should consider building tennis courts or an athletics track. The trustees do not feel that providing such sports facilities is in line with the charities objectives and would be very expensive to build and maintain these facilities.

6. Functions

Big Breakfast on Saturday 27th Jan.

There will be a wedding fair on the 3rd March. The bar will be open and a raffle for Great Oaks Hospice.

The Sea Shanty Singers will be performing at the VH on the 8th March. Food will be 'A Taste of Cornwall'. Fundraising for the VH.

There will be a Sunday Lunch on the 24th March, £15 a head. Fundraising for the VH.

It is the 90th Anniversary of the VH and this year. Ms. R Lacey is planning a music event with an 'Afternoon Tea'. Any funds raised will go to the VH.

We may hold a 'Bicknors Got Talent' event later in the year. Date to be agreed. The VH may also hold a 'Black tie Event' this year. Date to be decided.

5. AOB

The Chairman asked that the VH buys a fireproof document safe to keep all VH documents. The safe would be put in the VH. **Action:** JE to investigate buying a safe of a suitable size.

The VH Treasurer has clarified the Performance Licenses fees. The cost of the license is 2% of the VH Bar turnover.

JE confirmed that the 22-23 Accounts had been submitted to the Charities Commission.

SS stated that the VH Septic Tank did not need pumping out this year. This was agreed.

The Cheltenham Town youth football team have been sent an invoice for £180. This is £45 for each time the playing field is used. PG told the trustees that they are finding playing at English Bicknor expensive but they like the pitch as drains well and there is ample car parking. The line marking is expensive and they may want to buy their own line marking equipment which costs approx. £500.

PG proposed that we should perhaps support them if they want to hold a fundraising event by giving the VH free of charge. Action: PG to talk to the football management about this proposal.

There being no other business, the meeting closed at 9.10 p.m.

The AGM will take place on **Monday 8th April 2024 at 19.30 p.m.** User group representatives will be asked to attend.

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.	Open
14/02/2023	Comm Mtg	RL to confirm when the website update would be completed.	RL	Website now in use and all 2023 MOM have been put on it.	CLOSED
24/04/2023	Comm Mtg	Review the wording of the new Governance Document as it has been rejected by the Charities Commission	RL	Document now complete	CLOSED
24/04/2023	Comm Mtg	BACS payments - SS to create an approval proforma.	SS/RL	Process now put into Governance Document.	CLOSED
26/06/2023	Comm Mtg	RL to include in the Gov. Doc the voting rights of user group reps who live outside the parish.	RL	Included by RL	CLOSED
26/06/2023	Comm Mtg	RL to add a copy of the Data Protection Declaration as an annex to the Governance Document.	RL	25-9-23 Included, now closed	CLOSED
25/09/2023	Comm Mtg	The property deeds/documents need updating to include all current holding trustees.	Holding Trustees.		OPEN
25/09/2023	Comm Mtg	CS states not all changes proposed by her have been incorporated in the new Gov. Doc. JE will contact RL in order to correct the issues raised by CS.	JE	15/1/24-Changes now made and document is complete	CLOSED
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	SS	15/1/24-SS states that a banner will be purchased.	OPEN
20/11/2023	AGM	New Gov Doc to be put on website when Charity Commission agrees it.	JE/Simon	15/1/24-Action: JE will ring the CC to find out the situation.	OPEN

20/11/2023	AGM	Marcus Sutton proposal to plant an orchard at the far end of the playing fields.	Trustees	15/1/24-Accepted and will be investigated. PC to be informed by PG.	OPEN
20/11/2023	AGM	Can we buy more gazebos for the fete.	Trustees	15/1/24-DG to discuss with FOSM as they usually buy them.	OPEN
20/11/2023	AGM	Pat Drinkall and Marcus Sutton proposed a running track and tennis court could be built on the playing field.	Trustees	Providing such facilities is not in line with charitable objectives.	CLOSED
20/11/2023	AGM	Post on VH website past documents, such as MOM, accounts and AGM.	JE/Simon	15/1/24-Now possible and docs/MOM from 2022 AGM to date are now on the website.	CLOSED
20/11/2023	AGM	Confirm Marcus Sutton is to be the next VH Rep.	Trustees	15/1/24-Agreed and PG will get his contact details.	OPEN
20/11/2023	AGM	Confirm that Roy Jago is to become a Holding Trustee	Trustees	15/1/24-Agreed but he will be formally accepted at the 2024 AGM.	OPEN
15/01/2024	Trustees Mtg	Outside Lights (x2) on the corner near the bins do not work. Action: chairman to contact the Electrician.	PG		OPEN
15/01/2024	Trustees Mtg	Not clear what documents are required which specify who are the Holding Trustees, Action: JE will ring the Charity Commission to find out what document needs to be raised to detail the Holding Trustees.	JE		OPEN
15/01/2024	Trustees Mtg	The Chairman asked that the VH buys a fireproof document safe to keep all VH documents. Action: JE to investigate buying a safe of a suitable size.	JE		OPEN