

Cound Guildhall trustees Management Committee

Minutes of the meeting held on Wednesday 11th January 2023

1. **Present:** Rex Sartain Chair, Blair Nimmo Treasurer, Linda Clutterbuck Secretary, Simon James, Kate Payne, Geraint Rees, Stephen Crack, Claire England, Mavis Hunt.

Apologies: Marion Adams

2. **Declaration of Members Interests** – None.
3. **Minutes from the last meeting** (9 Nov 2022) were accepted as a true record. Proposed by K Payne. Seconded by T Roberts.
4. **Matters Arising not on the Agenda:** Community Resource AGM representative T Roberts. There were estimated to be 44,000 volunteer hours given to the community last year and 250 grants awarded. Three new trustees were elected to the committee. The Oil Buying Scheme saved £55,00 last year and everyone was encouraged to join it. Guest speaker Jacqui Weaver gave a talk about her rise to fame after a Parish Council meeting was posted on the internet.

The cloakroom had been tidied by Kate, Tim and Linda .

5. **Finance.** Blair had circulated the accounts for everyone to read before the meeting. He confirmed that the Guildhall insurance was settled with our previous company and at a better price. He as a Debit Card for the Guildhall and bank post will go to his home address as they would not deliver the debit card to an external letter box at the Guildhall. Current balance is £22,382.36. Geraint questioned the figure as it was lower than expected. He said he would have to withdraw a grant application for the toilets as we did not hold enough to match fund the job. Some of the money previously in our account from events held last year had now been paid to their correct recipients. Geraint asked what operating costs were necessary to retain, Blair will work it out. ACTION BN

Blair did not feel it was necessary to have the 2021-22 accounts audited as Mark Darrell was still unavailable and Marion had passed the account books to him in excellent order. Tim agreed to contact Mark to confirm if he will resume the task for 2022-3 without fee. It was agreed that we should have our annual accounts audited. ACTION TR

6. **H&S.** Geraint had overseen the annual PAT test with items tested that are sometimes used in the hall, like power tools. Blair is now a certified tester so will see to the odd items that crop up during the year. Geraint also had the fire extinguishers tested and two will need to be replaced next year. Tim reported that there was a hanging tube light in the cloakroom to be fixed. ACTION
7. **Website.** Simon will update web pages. Send information directly to him.
8. **Guildhall Improvements.**
 - i. Broadband was installed on 4th January, free of charge and free for life (Airband). The radiators can now be controlled and monitored remotely. Trustees can download the ROINTE app. to mobile phones to connect to the radiators. Use Geraint's email - glrees07@gmail.com – with password - Guildhall23
 - ii. Card readers. Blair had circulated the information on a few readers for people to study. Readers are not reliant on mobile phones but wi-fi. Geraint had contacted the churchwarden about a router in the church but it wasn't felt necessary. As it would be of benefit to the church for tourism, events and the forthcoming art exhibition, Mavis and Linda agreed to bring it up at next week's PCC meeting.

iii. Thresholds and Drive. Rex and Edward England have discussed how to proceed and will wait for a spell of dry weather before starting. A reminder to include some Trustees before starting.

iv. Storage. Tim outlined the planned storage units for the toilet end of the bookshop which will accommodate room for regular users of the Guildhall to store their equipment. Stephen, Geraint, and Tim estimate the materials would cost about £500. It was agreed that they should proceed as soon as possible. ACTION SC/GR/TR

v. Audio Review. Sound at the last film was appreciably improved since Stephen adjusted the speakers. Reverberation is still an issue so he will apply for a free assessment. ACTION SC

9. **Toilets and Cloakroom.** Tim projected two plan options on to the screen for including an all-ability toilet in the cloakroom. In both plans the lobby wall – the one facing when you enter – has been removed.

Plan A gives a feeling of more space when entering the lobby from outside but the configuration requires an RSJ to span both cubicles between load bearing walls.

Plan B can be built within the room with no reinforcement.

Both plans show the capacity for stacking existing chairs when they are not required for an event.

Estimates are needed and Rex thought he may be able to find a quantity surveyor to help with this. ACTION Rex

10. **Bookings.** Tim outlined that Alex Simper produced the layout plan for the toilet and she would be happy to be paid the equivalent of the cost of the 2 hall bookings that she has already paid = £60.00 Had we paid her normal fees the cost would have been £350.00.

Tim has implemented the 25% advance payment for securing the day hires. He looked at a local halls fees and found that we were similarly priced however they had more space, toilets and parking so he suggested that we delay increasing the fees for the time being.

11. **Events.** i. Flicks to come – 13th January Operation Mincemeat, 10th February Top Gun Maverick, 10th March The Outfit.
ii. Countryside Quiz, has been arranged by Kate for Saturday 25th March, the quiz master will be Stephen Winwood. A sub group will report on more detail.
iii. Art Exhibition 21-23 April 2023. Claire outlined some plans for the exhibition and showed samples of the advertising artwork created by Lucy and Clemmie. There will be exhibits in the church and Guildhall both of which will be locked if not manned. Teas will be served in the Guildhall and 30% commission on art sales. Preparations and hanging will begin Weds 19th April.
iv. Snowdrop teas 18th-19th February one weekend only.
v. Breakfast in the Guildhall was proposed for Saturday 1st April ACTION Simon/Stephen/Kate
vi. Linda will look at dates for teas for Bluebell walkers as they bloom for less time than snowdrops.

12. **Future Meetings**

Wednesday 8th March

Tuesday 9th May

Wednesday 19th July AGM

Wednesday 18th October

There was no other business and the meeting closed.