

Cound Guildhall Trustees Management Committee

Minutes of the meeting held on Wednesday 8th March 2023

1. Present: Rex Sartain Chair, Blair Nimmo Treasurer, Linda Clutterbuck Secretary, Marion Adams, Stephen Crack, Claire England, Simon James, Kate Payne, Geraint Rees and Tim Roberts.
2. Apologies: Mavis Hunt.
3. Declaration of Members Interests. – None.
4. Minutes from the last meeting from 11th January, 2023 were accepted as a true record. Proposed by T Roberts and Seconded by K Payne.
5. Matters arising not on the agenda:
Free reverberation review – Stephen has nearly finished the drawings to be sent to the company. Action SC
Tim fixed the hanging light in the cloakroom.
Edward England laid slabs outside the kitchen door for which we are most grateful. He is keen to help with the next stage of drainage along the length of the building and awaits the plan from the Trustees. **ALL**
6. Art Exhibition:
Claire had to leave early so this was discussed out of order. About 160 tickets have been sold for the private view on Friday 21st April and help from Trustees and PCC members is required to serve canapes etc 6-9pm.
Rex agreed to put out car park signs and
Tim will arrange the outdoor lighting between the church and Guildhall – Blair will PAT test. Action **TR RS BN**
Help will also be needed to move pews during the week ready for the display boards.
Blair will run the sales desk with card reader at hand.
Claire may arrange for a Portaloo if she feels that the Guildhall toilet is insufficient.
Sunday teas will be run by Sara Sartain and there will be a request for cakes and help.
Claire was thanked for the work that has gone into getting this far and it promises to be a very exciting event.
Action ALL
7. Finance:
Blair reported that £27,041.00 is in the account but it includes Art Exhibition tickets and the money due to be paid to the PCC from snowdrop teas. Geraint asked what our working balance is given that there should be £4,000 retained to cover running costs and the other monies due to be handed over. He expressed concern that we do not have a procedure /control measure in place that allows a financial audit to be carried out for income and bookings. He advised that every booking should be allocated a consecutively numbered invoice which the treasurer is copied in to. This would enable the Treasurer to audit that all booking incomes have been received directly by him or in the bank. Blair agreed to set this up.
Simon said that the system exists linked to bookings on the XL page on Google Drive. Blair, Tim and Simon will get together to explain. Action **BN SJ TR**.
Tim had spoken to Mark Darrell our auditor and he declined to continue. Blair said he would contact his company's accountants as they perform charity audits.
Blair asked for agreement that he pay £896.67 to St.Peter's PCC – **All agreed**.
8. H&S:
Linda had been in touch with CALTEL the firm who supplied the kitchen equipment, to order a new container of detergent. She was reminded that the dishwasher was due for a service as it was installed in 2019, the charge would be £150.00 +VAT It was agreed that this should be arranged. **Action LC**.
Tim reported a near miss traffic incident at a recent children's party when a child ran out of the lobby door as a car drove too fast along the drive. Fortunately, there was no collision but it highlighted a significant danger. Tim suggested that we should move the main access door to face the car park. Geraint questioned whether this would need Planning Permission. Tim will speak to the architect for advice. **Action TR**
Kate suggested temporary 'sleeping policemen' but they were thought to be very heavy. After much discussion Rex proposed the following as a temporary measure, a) 2x 'A' frame caution notices at both ends of the

building to be put out at appropriate events b) bollards to accentuate danger areas and c) amend the toilet drawings to include a door – this item would be costed separately from the toilet plan.. **Action TR SC GR**

9. Website.

Simon had made all alterations that people had asked, any other notices or amendments, please email him.

10. Guildhall Improvements.

a) Stephen reported that he Geraint and Tim had almost finished the left-hand cupboard in the bookshop. It was noted by Rex that the bookshop light and socket was now in the locked cupboard and he needed access to them. It will be returned to an accessible position but needs to be done by a qualified electrician and a PIR light fitted in the cupboard. Geraint will contact Andy Hotchkiss electrician. **Action GR**

b) Toilet Project.

Geraint explained that he had received a quote from builders who have worked for him and is in the region of £26,000. It was agreed that we do not have sufficient funds to place an order for this work to be carried out at present. Geraint asked the Trustees if we are governed by the requirement to have three quotes. Linda had asked her builder to quote but he was unable to do so due to workload. It was agreed that we are going to struggle to obtain three quotes, particularly as we have a short window of opportunity to carry out the work in July and August 2023

Rex agreed to speak to two builders known to him. **Action RS**

Geraint suggested that we could 'crowd fund' to raise money for the project. He will also speak to our County Councillor and look for a grant. **Action GR**

Rex suggested a loan and Blair will look in to that possibility. **Action BN**

10. Events:

The Snowdrop Teas were very successful in February raising in the region of £900 for both the Guildhall and St. Peter's Church. Thanks was extended to everyone who worked hard to help the weekend run smoothly.

Flicks in the Sticks Friday 10th March. The Outfit

25th March Countryside Quiz organized by Kate who produced flyers and posters, also in March Village life. There must be a minimum of 30 fish and chip orders for the mobile van to come. (If not they will be collected from a shop.) Raffle prizes were requested.

2nd April Spring Sizzler Breakfast, organized by Simon.

Bluebell Teas in April – not this year as there are other planned events.

Coronation of King Charles III - the Guildhall is unavailable having been booked prior to the death of Her Majesty Queen Elizabeth II

11. Dates of Future Meetings 2023

Tuesday 9th May 1900hrs

Wednesday 19th July Annual General Meeting

Wednesday 18th October 1900hrs

The meeting closed at 20.40

Flicks scheduled for 10th March was subsequently postponed to 17th because of snow.