

Cound Guildhall Management Committee

Meeting of Trustees held on Monday 22nd January 2024 at 1930hs.

1. Present: Rex Sartain Chair, Blair Nimmo Treasurer, Linda Clutterbuck Secretary, Tim Roberts, Stephen Crack, Simon James, Claire England, Geraint Rees, Kate Payne, Mavis Hunt.
2. Apologies, Marion Adams.
3. Declaration of Members Interests. None.
4. Minutes of the meeting from 18th October 2023 were accepted as a true record. Proposed by Tim Roberts and Seconded by Geraint Rees.
5. Matters Arising not covered in the agenda. Personal details from online bookings are no longer visible.
6. Finance. Blair said that the previous bank account had been deprecated and replaced which should be more accessible to all. Spread sheets were distributed but in tiny print, a report will be sent to everyone soon. **BN**
The balance at 22.1.24 being £4351.52
Sumup payments amounted to £1,426 and money due to St Peter's Church has been paid into their account. The accounts for the financial year 2022-3 are not yet signed off by Blair's accountant. Tim asked for a signed off copy of the accounts as soon as possible to complete our Charity Commission returns which must be submitted by 31st Janu **BN TR**
Blair reported that the Gift Aid claim is still 'awork in progress'. **BN**
The total spent on the toilet and reception development = £26,489.86p
7. H&S Geraint reported that PAT had been completed 18th December 2023. No old electrical items may be brought to use in the hall without a current years PAT otherwise Blair is qualified to carry this out – with notice.
The fire extinguishers were tested and one replaced, in December. Certificates now live in a folder in the cupboard in the entrance hall.
Geraint asked about COSH - check all containers to see that they carry the necessary information. **TR LC**
8. Update on Improvements.
The baby changing unit has been fitted, waste bins installed and the toilets finished.
Building control have yet to provide the certificate. **GR**
Tim will buy higher wattage LED bulbs for 10 lights (not dimable). Investigate possibility of a brighter area in the middle of the hall for close work. **TR**
Speed ramp – not yet sourced but much discission about the practicality of putting in place before an event, storing somewhere and who would do it. Think around the problem and report at next meeting. **ALL**
Acoustics. Rex to ask if we can visit the music room at Prestfeld school to see the 'toblerone' shaped sound baffles and talk to someone about their success. **RS**
Return the roller blind over the fire doors. Parts in storage. **GR TR.**
Heating – the hall has been too cold at times this winter to raise the temperature quickly enough for events. The original advice had recommended three extra radiators to what we have. It was decided to try having the heating on low overnight before an event and boost it for 2-3hrs before the event. Geraint will continue to monitor usage.
9. Future Improvements.
Fit our small heater in the kitchen. (Electrician) **GR**

Tim suggested that the WiFi router should be hard-wired to prevent it being accidentally switched off, this will require an (Electrician) Estimated £500.00 for all electrical works proposed at the meeting. Proposed Stephen, Seconded Mavis. The router also needs re-positioning as it is behind a curtain. **SJ TR**

10. Future Improvements.

Everyone agreed that the priority must be the safety of people using the Guildhall. Geraint will speak to Edward England about resolving the excess rainwater at the entrance door, and traffic control. **GR**

11. Future Events. Early notice of **Police Commissioners Election Thursday 2nd May 2024**

February

8th Community Coffee drop in

17-18th Snowdrop Teas

20th Community Coffee drop in

23rd Flicks - Barbie

March

7 Community Coffee drop in

8 Gin Tasting

14 Trustees meeting

19 Community Coffee drop in

22 Flicks – One Life

24 Breakfast

12. Correspondence. None

13. AOB

Geraint asked if we thought it was time to advertise Cound Guildhall in Village Life. Yes and Tim will enquire about the cost. **TR**

Rex has made a Guildhall sign to replace the decayed one on the road wall. It was suggested that it should be illuminated. All thanked Rex for making the sign.

14. The next meeting – Thursday 14th March at 7.30pm in the Guildhall.