

## **Minutes of Mission Hall Trust committee meeting held on Thursday 25th April 2024**

**Present** - Bill Egerton, Sue Davis, Shirley Davies, Maureen Cribb, Maureen Morris, Sue Wintle, Anthea Heathershaw, Sue Cottam.

1. **Minutes** of Committee meeting of March 21st 2024 were approved.
2. No matters arising from the last meeting which are not already included on today's agenda & no conflict of interest declarations.
3. **Finances & Barclays bank** - All updates with Barclays Bank have been completed. **Bill** will look into MH having a charity bank card machine. He shared the detailed March 2024 finance report, a summary of the 2023-24 year's finance report and a preliminary budget for 2024-25. End of 2024 balance just over £41,500. Rental fund down by about £1000. Building Fund rose as less spent on maintenance. When planned building work & windows have been paid for about £6,500 will be left. He advised:-
  - Small loss in Rental fund to be kept an eye upon, particularly electricity prices.
  - Keep £10 an hour rental for 2024-25.
  - As Improvements budget goes overdrawn, hold off from other other improvements for a little time.
  - Keep a Finance Reserves Policy outlining what might be needed 'for a rainy day'.
  - Keep one year's worth of normal expenditure e.g. £3,300 in the Rental Fund & £3000 in the Building Fund.
  - For 2024-25 share 60% in Rental Fund & 40% in Building Fund (instead of present 50:50)
  - The Reserves Policy for the Improvements Fund should state that it should not hold a reserve unless there's a plan for what the money will be spent on & grow the fund until what is needed is affordable.  
All the above was approved by the trustees.
4. **Charity Commission** - No update as yet from them.
5. **Building Work** / TT for works / notification of repairs to hirers / hall closure dates? All agreed that Clarkes should be asked to replace the windows & Stockleys to do the building work. **Bill** will ask them when they can start & how long their work might take. This will then allow a timetable to be planned re. clearing necessary areas, hall hire & hall events.
6. **Lease extension** - no reply yet received from Salisbury Diocese so **Bill** will contact them re. the letter sent about a change in the leasehold wording, lease extension & work planned to be done. Concerns were shared about their decision but PCC are in agreement with what is planned so all should go forward positively.
7. **Health & Safety plus other Policies** - a work in progress. Aiming to complete by end of 2024.
  - AH shared the Risk assessment forms already in the kitchen for people to use. Spares have been placed in the MH wall document holder. She refills the First Aid Kit when necessary & every 6 months completes the written update in the Kit box.
  - Safeguarding & Fire check procedures for users have been updated by SueC on the MH Conditions of Hire document. The updated one is now in the MH Wall document holder.
  - **Bill** to upload the new Conditions of Hire document in the Mission Hall information at [suttonpoyntz.org.uk](http://suttonpoyntz.org.uk)
  - **SueD & Bill** to arrange meeting to look at Duties of Trustees.
  - **SD & MC** to look at Food Safety advice notices & procedures in the MH kitchen. SD, Bill & SueC already looked closely at Food Standards Hygiene Law Guidance & all agreed that MH does not need to register with the local authority environmental health department.
  - Health & Safety - **Bill** to contact Colin Marsh re. being involved in MH Health & Safety procedures
  - Greg Mendelsohn is Chair of a Hampshire village hall & has kindly offered to share any of their policy documents we may like to read.

## 8. Fundraising events & grant applications

- **Friday May 3rd** Coffee morning - AH, Bill, SueW & SueD will make cakes. MM will buy sweet pastries. Helpers meet 10am to prepare. SueC set up Lego hall fundraiser with scale plan & info re. where money will be spent. £1 a brick. Anyone with lego to loan, please bring along. Could use at forthcoming events including June 30th.
- **Sunday June 30th** 12.30 start - Summer BBQ. Bill has liaised with SPS & they will join us in organising it. MC to discuss with SPS committee & see who may like to assist in organising  
Bill to organise a working team for moving tables, setting up gazebos, BBQs etc Saturday  
MM to organise food team with SW & AH - salads, baguettes, desserts, free drink, people to loan BBQs. Tickets probably £10 adult & £5 children. 100 people?
- **Saturday November 23rd** - reserve date for a themed meal evening.
- **Monday December 16th** - Salvation Army playing outside hall
- **Possible future event** - Local author of *Whalebone Theatre*, Joanna Quinn talk about her book & do signing? SueC to ask her if she might be interested. Cream tea? or canapés & wine if evening?
- **3 grant applications** have been sent off for repairs & windows - Valentine Trust, National Lottery Community Fund & Architectural Heritage Fund. Will wait for results before doing another, unless a fund is found with no conflicting issues for double-spending.

9. **Forthcoming 2024 AGM June 26th** - Bill is happy to continue as Chair & Treasurer & SueC as Secretary. Bill has already sent out a newsletter about the AGM by email via SP newsletters & suggested this could be the basis for the Chair's Annual Report. He has sent the proposed Constitution wording to the Charity Commission & PCC. Permission only needed from CC. Hopefully they will respond in time so that a vote can take place at the AGM. The accounts have been completed & John Allen is doing the audit. Time for people to chat & drink will give potential new trustees & visitors time to ask questions of the current trustees. Bill will provide drinks with donations requested.

## 10. A.O.B.

Sad news was shared about Brenda Harrison. She will be remembered for her great support for village committees and events. AH will send a condolence card to the family on behalf of trustees

11. **Next meeting** - Thursday June 6th 10am.

## Post meeting look at storage, interior decoration etc.....

- Bookcase to be taken away.
- WI cupboard to be moved to the right towards the entrance doors.
- Large tables to be stored vertically between Mission Hall Lane wall & WI cupboard.
- Large square tables to be stored against wall to right of stage WC door.
- Cupboard similar to WI one to be bought for art equipment & placed between the square tables & window. See suggestions on separate email from SueC.
- When new cupboard installed with art equipment, move yoga bags to storeroom by kitchen
- Shelves to be fitted between WC end wall & new cupboard for Audio equipment to be kept on
- When interior decoration starts, take down curtain rails & art frames to facilitate painting.
- Once new double glazed windows installed, assess acoustics, light & visual impact of having just blinds.
- Curtains to be considered later if necessary
- Paint colour charts needed
- Buy light shade for WC (SueC)