

Minutes of Mission Hall Trust committee meeting Tuesday November 12th 2024

Present - Bill Egerton, Maureen Morris, Sue Wintle, Anthea Hearthershaw, Shirley Davies, Sue Davis and Sue Cottam. Apologies - Maureen Cribb.

1. **Minutes** of Committee meeting of October 15th 2024 were approved.
2. **No Matters arising** not included on the agenda & no conflict of interest declarations
3. **Finance** documents from 1/9/24 to 12/11/24 were shared by Bill. £66,858.76 in bank, allowing for building work and leaving a safe cash balance for 2025. (See below under 4 for work which may have to be done at a later date to preserve the safe cash flow.)
4. **Building work** - Having received the woodworm quote today, Bill was more able to predict the final finances for the building work, although the lighting electrical work and the porch repairs may need to be done at a later date. **Bill** to talk to David Langridge re. Street Fayre account.
Windows - Some concern over the time it is taking for new documents for wooden windows to be completed & sent to Dorset Planning. They are supposed to be installed in December. Neighbours are happy with the chosen glass & the shared passage level lowering.
Mike Fuller is still keen to start building work on January 6th.
Several local people have offered their assistance with the hall clearing.
Storage of hall equipment has been offered by a relative of SueD at Bowleaze & also by Joy Hyde in Puddledock Lane. Due to access & proximity, **Bill** to talk to JoyH first to see if enough space there.
5. **Lease extension** - No response from Salisbury Diocese re. letter sent early 2024. **Shirley** to remind the Solicitor & **Bill** to remind the Diocese Board of Finance that a response is overdue plus tell them about the building work.
6. **Policies** - Bill had completed an overview of Health & Safety points which might be included in the MH document. The 36 points were discussed in order of importance & **Bill** will continue to look at those relevant to MH before writing a final policy document.
The following 4 documents were approved by the committee:- Equal Opportunities, Food policy, Advice about food provision & Advice about home-made cake. Food documents to be displayed in kitchen and at suttonpoyntz.org.uk
The Conditions of Hire document needs a statement about documents being online. **SueC** to add on. When building work complete, **Maureen M** will give a copy to all users.
Bill will add all Policy documents & the revised Conditions of Hire to the hall display & the website.
Bill checked the Hazard Report & the Accident Report books in the kitchen - no entries.
7. **Fundraising events** - Children in Need total raised so far £305. Jar in hall until end of December then **Bill** will contribute to the charity.
Salvation Army & Carols on Monday December 16th at 6.30pm. **Anthea** will place posters around village. **SueD** will post on SP FB page. **Bill** will post on SP online Newsletter. **Anthea** & **Maureen M** will shop for food etc. **Shirley** will invite the Rector.
Grant applications - 9 grants have been applied for since last meeting.
8. **Purchases** - MH Sign approved. **SueC** will buy. Chairs discussed. Bill shared info on Harrow chair with/without arms - trentfurniture.co.uk. Decision made for comfort & colour. Keep royal blue wooden chairs & blue plastic ones plus buy 20 Harrow with arms & 40 Harrow without.
SueC will send for blue fabric toned samples which match with those already in hall, ask for delivery price, possibility of anti-microbial addition & check fire standard.
Frame in black or silver are the same price. Some fabrics are a little more expensive.

Before buying, SueC will inform Britford Bridge Trust of purchase decisions because of change of company & price. Should not be a problem except the total cost will be less than the grant so we will need to declare total spent & return the difference to Britford Bridge Trust unless they are open to us buying something else as well (Fire door? square tables?).

9. **A.O.B.** Maureen M asked for volunteers to set up Xmas decorations on December 1st. MaureenM will ask John Legg to see if he can replace a cracked paving slab with one which is under the bench on Mission Hall Lane. When discussing potential colour of wood around hall MM expressed her preference for a Farrow & Ball colour called Pigeon which can be mixed by B&Q. It is used on the front door of Ebenezer cottage, Silver Street & SueC has sample brochures.
10. **Next meeting** - Tuesday December 10th. at 10am

POST MEETING NOTES 14th November 2024.

All committee members have agreed either verbally or by email to the building work list & finances below. On that basis we shall go ahead with contracting the building firms involved.

- Chimney and flue (£2,200)
- Roof ventilation (£450)
- Roof repairs (£1,270)
- Lower ground level and add airbricks (£985)
- Damp-proofing and floor for WC (£1,900)
- Insulation for loft (£2,265)
- Woodworm treatment for loft (£1,160+VAT)
- Floor repair (£5,350)
- Under-floor woodworm treatment (£960+VAT)
- Scaffolding (£2,750)
- Replacement windows (£9,242.99+VAT)
- Replacement heating (£10,353.35+VAT)
- Replacement fire door (£600)
- Decoration (£9,784)
- Replacement guttering (£1,300)
- Skirting board (£875)

Mike Fuller will be told we are hoping for funding that will allow us to add the additional electrics (£2,320+VAT).