

Minutes of Mission Hall Trust committee meeting Tuesday December 10th 2024

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

1. **Minutes** of the Committee meeting of November 12th were approved.
2. No matters arising which were not on the agenda & no conflicts of interest.
3. **Finance** documents were shared by Bill. He was confident that the balance would not dip below an approximate £6K which was a safe reserve for the account. Sutton Poyntz Victorian Fayre have not yet had a meeting re. their finances.
4. Bill shared the **building work** schedule which Mike had created showing which work would be done when. Work will start January 6th & finish towards the end of February but weather dependent. The new window plans are with DC. It was agreed that JAIC would be given the go-ahead to start building the windows. **Bill** to ask Mike to liaise with JAIC so that the removal of old windows & fitting of new is integrated with the other work. It was hoped the hall would be re-opened early March.
Bill will write a newsletter re. the closure & the work being done for suttonpoyntz.org.uk He will also write a letter for the 8 regular users explain the dates & asking them to remove their belongings before Xmas. Hall will be cleared 28th & 29th December. **Bill** will inform volunteers. Boxes need to be available to store things. Drivers & cars will take things to Joy Hyde's garage in Puddledock Lane.
5. **Lease extension** update - the diocese & PCC were unaware of the stage things were at. Bill rang the PCC solicitor & will ask them to take the action forward.
6. **Health & Safety** - the MH record book had no entries. Bill suggested that the storage cupboard shelves be deepened / improved so as to hold more & make the area safer. It can become part of the building work. The new H & S Policy prepared by Bill & the updated Conditions of Hire were both was approved & **Bill** will place both on website.
7. **Fundraising events** - Outdoor Carol Service on Monday December 16th at 6.30pm with Salvation Army Band. **MaureenM** will buy mulled wine & mince pies. **Anthea** to provide the carol sheets & collection buckets for S.Army. Donations requested for the refreshments. An Open Day will be organised for a Saturday in early March with soup, rolls, cakes & raffle. Regular users to be sent an invitation. An outdoor Summer event to be organised in the new year.
Grant applications - nine have been written for work needing to be done post March or for equipment.
8. **Decoration Decisions**
Chairs - The 8 blue fabric wooden chairs & the 5 blue plastic chairs will be kept.
Purchase of chairs - 45 fabric chairs from trentfurniture.co.uk of which 35 without arms & 10 with arms. All with black metal frames. The material colour chosen is Azur 103C (see on their website.) Cost = £45.48 with arms & £25.44 no arms plus scotch guard @ £3.50 per chair plus £80 delivery. Total = £1582.70. **Sue C** to ask for a sample chair to be sent in the chosen fabric.
AND 10 blue plastic chairs black frames adult seat height size 460cm from justforschools.co.uk
Style = Hille Affinity Classroom. £26.14 each & free delivery. Total = £261.36
The hall will have 68 chairs to cater for different needs:- 8 blue fabric wooden frames with arms + 15 blue plastic + 35 fabric armless + 10 fabric with arms. (Total money under half of funding given so may need to return money to funder if they're not happy for us to spend excess on square folding tables.)
Paint all to be washable & satin - See Dulux chart colours - Coastal Grey on woodwork & Rocksalt walls. Ceiling white. Timeless shade of white was suggested for the window frames.
9. **A.O.B.** short discussion re. sound system & radio microphones & shelving.
10. **Next meeting** - Tuesday 21st January 2025 10am at the Heathershaw's, 86 Sutton Road.