

MINUTES OF THE RACKHEATH VILLAGE HALL COMMITTEE MEETING - MONDAY 3 APRIL 2023

In attendance:

Steve Hands (Chairman), Tony Howard (Treasurer), Jenny Howard (Sec), Andy Rump, Ray Garrod (Badminton).

ITEM 1 - APOLOGIES

Apologies were received from Brian Gardner (Vice Chair), Chris Yates.

ITEM 2 - PREVIOUS MINUTES

The Chairman welcomed those present and declared the meeting quorate. The previous minutes were accepted as an accurate account by the last meeting on 6 March.

ITEM 3 - MATTERS ARISING

Actions:

- **Kitchen Spaces/Doors – Action ongoing**
- **Conifers** – The Chairman and Treasurer were aiming for a date in Apr/May to tackle the trees.
- **Hall Sound/Audio Improvement** – Chairman and RP sound rep had discussed the sound system briefly during a RP sound and lighting training session. The speakers were stored in the Hall and a means of attaching them to the walls would need to be worked out. **Action ongoing - Steve & Shaun Ferris**
- **Blinds to Replace Curtains** - Costings had been received. Action closed. Further discussion under Item 5.
- **User Group Rates** – The Committee had received a request to consider User Groups as “resident” for charging purposes. The Chairman had discussed this with the Treasurer ex-committee after being furnished with additional information from RVH Bookings about the current state of play for all the groups. It was determined that this was a sensible move; consequently, RVH Bookings had been informed to charge all regular User Groups at the resident rate. Action closed.

ITEM 4 – REPORTS

Annual Community Meeting

The Chairman and Treasurer had attended the Annual Community Meeting, run by the Community Council at the Sports Pavilion on 14 March 23. Reports were received from

various groups, including RVH. Of interest, was what criteria the Community Council were using to take up CIL and S106 monies for projects. As with ourselves, several of the groups reported that they were being managed by a predominantly aging group/committee and there was little interest from the community at large to rejuvenate or support those essential activities/roles. The Chairman said that he would be mentioning this at the RVH AGM in May.

Treasurer's Report

Treasurer informed the meeting that the current balance was £26604. Council tax of £201 for 23/24 had been paid. The accounts had been sent out to the Trustees for approval prior to formal submission at the AGM.

User Reports

The Chairman had not received any inputs from users. However, several had mentioned that the pilot light on the heater by the tables at the rear of the hall was burning hotter than those on the other heaters. The Committee would look to see if anything could be done to turn it down.

ITEM 5 - MAINTENANCE

Hall Structure/Fabric

The new front porch welcome sign had been installed.

Regarding the formalisation of the plans for the proposed extension, the Vice Chair had been in touch with the architect and was awaiting an update – we understand that the architect is progressing the work required to prepare for planning submission.

The Hall had a fire alarm incident where one of the alarms had been set off accidentally after the Home Ed production. Although reset, it required further work to fix a resultant fault due to the age of the system, at a cost of £136 – this was split 50-50 between RVH and Home Ed. (Thanks are due to the Treasurer for getting it sorted.)

The Chairman raised the point about condensation in the toilets leading to slippery floors. RP had had an occasion where a member had slipped badly on a very wet floor in the ladies toilet after a production. The photos he had been provided with showed the floor being very wet. This was the first time he had ever come across the floors being bad and he asked the Committee to think about the best way to address this in the short term, given that it was intended to address the toilets as part of the extension plan. He asked that Users also kept a lookout for signs of condensation to try to better assess the extent of the problem. There was a slippery floor notice available for use in the cleaning cupboard, but a warning sign on the doors to the toilets would be a better starting point in the short-term. **Action – Toilet warning signs to be provided.**

Risk assessments – there was a need to undertake a review of the current RVH risk assessment. The last one was conducted during the COVID pandemic and it was now time

to reassess. The Treasurer offered to walk the ground with the Chairman to get this done.

Action – Chairman/Treasurer

Blinds and Painting – The Committee had received quotes to replace the curtains in the main hall and meeting room with roller blinds. Ezi-Dor were offering to provide the blinds installed at a cost of £7995 and £11366 (this second figure for “perfect fit” type blinds which was considered to be unnecessary). The blinds in the main hall would be motorised, while those in the meeting room would be manual. Additionally, given that our painting contractor appears to be no longer communicable despite attempts by the Sec and RVH Booking, RVH needs another contractor to finish the redecoration of the main hall. Ezi-Dor have quoted £6264 to prepare and paint all walls including materials, scaffold tower and labour. The Chairman noted that, after checking, this was in line with other previous quotes that RVH had received, but was cheaper. It was proposed and agreed that Ezi-Dor should undertake both the blind work and the redecoration at a cost of £7995 and £6264 respectively. The Chairman and Treasurer would arrange a date to meet again with Ezi-Dor to ensure all the details were correct and questions of power supplies etc were cleared before work started. Ezi-Dor were flexible on dates and times for the work and thought they would need 3 weeks to complete. To allow continued use of the hall by regular users, the Committee will explore Friday-Mon working. Obviously, this would affect weekend bookings for a period. (Subsequent note: a date was agreed for the meeting with Ezi-Dor on 21 April at RVH at 1000.) **Action – Chairman & Treasurer.**

Grounds

Conifer height reduction would be addressed as soon as the Chairman and Treasurer could sort a date with good weather.

Vice Chairman had met with the Tree Steward and the previous plan was what he proposed to work with.

The Committee needed someone to take on the grass cutting now that Bob had finished. It was suggested that Fred’s views be sought on this. The Chairman was aware that the present grass cutter was getting old and was likely to need some attention.

ITEM 6 – PROJECTS

Kitchen & Toilet Improvement – A meeting with the new chair of the Community Council to understand what the way forward might be for RVH was still to be arranged.

Energy Improvements. – NFTR.

Audio Improvement. – See actions above.

ITEM 7 – GRANTS

NFTR.

ITEM 8 – FUNDRAISING

Sec had provisionally earmarked 7 Oct as a date in the RVH diary for a Quiz & Chips Night.

ITEM 9 - REVIEW OF REGULATIONS/RESTRICTIONS & UPDATES OF POLICIES

Chairman reported that he was working on the various documents for the Hall, but could not yet provide a date for submission to the Committee for review.

ITEM 10 - SOCIAL MEDIA/WEBSITE

NFTR.

ITEM 11- AGM

Chairman was intending to put another notice in the Rackheath Community facebook page at the beginning of May. The Chairman and Treasurer had reviewed the accounts and they had been sent to Committee members. The AGM agenda and minutes of the last meeting had been sent out. The Committee discussed the proposed agenda and had no additional inputs to make. The AGM is intended to go ahead in the RVH Meeting room as planned on 15 May.

ITEM 12 - ITEMS FOR NEXT AGENDA

Nil.

ITEM 13 - ANY OTHER BUSINESS

The Chairman informed the meeting that the booking clerk had been in contact regarding a rise in hourly pay from £10 to £11.50, effective from 1 April. The Chairman explained that the original rate had been set several years ago when the Hall was unable to fill the post and Laura stepped in. During the time she has undertaken the role, she has revamped the role, updated all the information, implemented a new invoicing system and booking calendar, as well as continued to host and run the website. He also reminded the Committee that Laura was a contractor and not a Committee member and that she'd been conducting site visits/cleaning and laundry. It was proposed and agreed that the Booking Clerk hourly rate was raised to £11.50 (Note – the hours booked with the Treasurer rarely exceed 16 hours a week.)

The Community Council had asked if RVH wanted a stall at the Coronation picnic planned for 7 May in Jubilee Park. As everyone on the Committee had plans, there was no enthusiasm to take up this offer.

ITEM 14 - NEXT MEETING

The next RVH Committee Meeting will be the AGM at the Hall in the Meeting Room on 15 May at 1930.

Signed

S Hands

Chairman