

Sweffling Hut Committee Meeting

At the Hut,

Tuesday August 15th 7.30pm

Agenda,

1. Vacancy for post of caretaker/booking secretary following Anne's notice of retirement from Nov AGM.

a). History of the post - JT

b). What it involves - AG

c). Future of the post - discussion and ideas for recruitment.

2. The Hut's banking situation - JT & LPM

3. Progress on the Hut's Constitution- MS

4. Programme of events for Autumn - JA, LPM +

Hope to see you there.

Jill

Informal Meeting of the Sweffling Village Hut Committee

Held at Sweffling Village Hut on Tuesday 15th August 2023 at 7.30 pm

Minutes

Present: Jill Abbot (Chair), Jenny Tyson (Treasurer), Laura Parsons-Mann (Secretary), Anne Gladwell (Caretaker), Amanda Daniels, Mary Wilkinson, Sue Ashurst, Maggie Spurgeon and Mike Smithson

Apologies: Jill Sedge, Carol Goddard, Ingrid Kibble, Sharon Chinn (not on the committee but happy to support)

1. JT listed the previous caretakers (Diana Smith, Sue Battle, Diana Smith a second time and then Anne Gladwell). SA added that the role is not commercial at the rate paid; it is a role that requires a love of the job, not just for remuneration - more vocational.
2. AG gave a quick overview of the jobs she does as caretaker for hirers - meet first-time hirers to show them where everything is (not often needed), unlock for hirers 30 minutes before to pop the heating on if it is cold and come after parties to check / clean. Hirers lock the door when they leave via the side door Yale lock.

Maintenance-wise, AG cleans the hut on a Monday and maintains the garden, including watering the plants throughout the year. Lee does the outside windows for £17.

3. A discussion was held about the future of the position.

MS warned that the role will amount to an employee regardless of whether there is an expectation to turn up.

SA suggested splitting the role (a cleaner, which would be £12 a week for an hour) but wouldn't cover caretaking and grounds elements. LPM added the hut secretary could do the booking as other village halls do. As in previous years, working parties could maintain the garden - leaving the maintenance working group to look after the maintenance.

JA would like the role to remain as a whole and not in parts. She will ask the Borrits if they want to take on the full role (as they live next to the Hut). AD explained this would mean the committee must pay their PAYE and pension.

SA summarised that volunteers could do most of the work, and with a weekly cleaner (of which she can recommend one), the Hirers can be managed with a Key Holder box. This leaves meet / greet and bookings to be kept in-house. LPM agreed a key box is a good idea regardless of whether all committee members have a key to access the hut. LPM added this would make the budget go further to afford a cleaner, and keeping the booking within the committee would be beneficial; the only thing left to do would be to figure out a meet and greet/heating rota for new hires. JA suggested the committee test this for six months. SA offered the use of cleaning materials, and LPM offered a battery Henry Hoover and a cleaning kit. LPM suggested someone shadow AG to document her new hire's induction.

4. There has been an issue with the Barclays bank account; JT gave a quick history of the problem (In 2022, the money laundering and fraud form was filled in and

returned; the bank then sent another letter saying the first had not been received. JT sent the form again by recorded delivery. A third letter was then received in February requesting the committee speak to Barclays about the missing forms or the account would be restricted or cancelled. JT called them, but there was no answer, so she gave up.

JA got a message two weeks ago to say the Fram Broadband direct debit had been cancelled. On further investigation, Barclays closed the bank account on the last day of July. The cheque arrived two days ago for £10,643 (the total amount of the combined accounts).

LPM looked back and found the bank account was opened in 1973. LPM has researched bank accounts, and the Virgin Money Clubs and Societies account looked the best - for ten transactions (or less) a month, there would be no fees. The application, however, needed a Postcode Address File (PAF) address, which the hut did not have, so LPM filled in the 'My Address is not listed' form.

JA noted she would not like to be an authoriser on the account as she can not get a signal. MSm would be happy to be an authoriser after the charity reformation is completed.

LPM suggested that, in time, we open a number 2 account so that only a single year's budget is kept in the number 1 account; the rest is swept away. MS supported this as charities are expected to maximise savings (and not let them sit in a current account); therefore, a budget is the way to go.

5. MSm read aloud a letter from the Charity Commission. In summary, it said the committee needed to apply for the scheme, as a few powers were missing. The Charity Commission needs to approve the scheme once it has been open to consultation and advertised locally (Website, notice boards, etc.) to provide evidence to the Charity Commission that everyone is happy to move on.

MSm will add back in ex officio roles Bowls, PC, and (we can leave it blank instead of WI). SA suggested an event in the hut open to all organisations to determine who would like to be a trustee. MSm added this event would remind all organisations that the hut is for the village, not just the hut committee and a public consultation to find which organisations would like to be an ex officio trustee of the hut.

Property ownership is still an issue as trustees still own it - the committee will need to get hold of the original trustees or their representatives soon.

MSm reminded the committee that the CIO means personal liability will be gone, the future of the hut is secure, and we are still a charity, just not a registered charity.

6. JA then led the committee on an autumn event planning exercise.

Action Points

[All] Recruit a cleaner

[All] work out meet and greet/heating rota for new hires for the next 6 months

[LPM] document AG's 'new hire's' hut induction.

[Finance Working group] Research a number 2 / savings account

[Finance Working group] Create a budget

[Constitution, charity, policies & grants working group] Reformed charity scheme to be opened to consultation and advertised locally (Website, notice boards, etc.).

[Constitution, charity, policies & grants working group] plan an event in the hut open to all organisations / public consultation to determine who would like to be an ex-officio trustee of the hut.

[Constitution, charity, policies & grants working group] get hold of the original trustees or their representatives (MSm to advise timings).

Signature of the Chair:

Date:

Sweffling Village Hut, Village Hall, The Street, Sweffling, Suffolk, IP17 2BN