

Sweffling Village Hut Committee Agenda

Tuesday 21st November 2023

7.30 pm - 9.30 pm

- 1. Chairs Welcome**
- 2. Apologies for absence**
- 3. Approve and sign the minutes of the last meetings as true and correct**
- 4. Election of Officers & Working Group Leaders**
- 5. Actions and matters arising from the last meeting (where not part of a working group)**
 - a. [JA] update on Kat Tait's offer of bookkeeping & joining the finance working group.
 - b. [LPM] Contact the *Great War Huts* regarding a village visit.
 - c. [JA] Patrick quote for new sockets update.
 - d. [All] Recruit a cleaner
 - e. [All] work out meet and greet/heating rota for new hires for the next 6 months
 - f. [LPM] document AG her 'new hire's' hut induction.
- 6. Treasurer's update (Receipts, Expenditure and Budget position)**
- 7. Working group updates**
 - a. Constitution, charity, policies & grants (MSm, JT, LPM & JS)**

[MSm] '*Sweffling Village Hut*' as the new charity name, allowing voting/meetings electronically, and *Ex Officio* appointments added to the model as well as JA, JT, SA & LPM added as trustees.

[All] Sign off the charity reform document (MSm to advise timings)

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

[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 (MSm to advise timings).

[Constitution, charity, policies & grants working group] get hold of the original trustees or their representatives (MSm to advise timings).
 - b. Premises & Maintenance (LPM, JS, AG & AD)**

[Maintenance working group] Advice sought from the Great War Huts regarding roof repairs

[Premises working group] Review outstanding items to do on the Organisation's health check

c. Events, Hire & Advertising (JA, MW, MS & SA)

d. Kitchen Management (MW, MS, JA & AG)

[Kitchen Management] Update on the fridge, empty cupboard & oven.

e. Finance working group (JT, MSm, LPM, and AD)

[Finance Working group] How much does it cost to run Sweffling Hut to marry with the local rates of hire & electricity costs to review the hire charge/s in heating and non-heating months?

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

[Finance Working group] Create a budget

8. Any other business

- a. The plan for the next 6 months for Cleaning, Bookings & Welcoming new hirers
- b. Water Bills
- c. Information Sharing

9. Summary of actions

10. Date of next meeting

11. End meeting