

Meeting of the Sweffling Village Hut Committee
Held at Sweffling Village Hut on Tuesday 15th November 2022 at 7.45 pm

Minutes

Present: Jill Abbott (Chair), Jenny Tyson (Treasurer), Laura Parsons-Mann (Secretary), Anne Gladwell (Caretaker), Maggie Spurgeon, Mary Wilkinson, Jill Sedge & Mike Smithson (Legal advisor).

Apologies: Sue Ashurst, Sharon Chinn, Amanda Daniel (co-opted) & Jean Hayes (resigned).

1. **Chairs Welcome:** After three years of no meetings or socialising, the committee has re-formed. Work has been done to understand how the hut has been used in the past and how it will be used going forward. Quoted constitution, 'Improve the condition of life for the inhabitants of Sweffling'. Thanks and gratitude was given to MSm, who has agreed to help us as a legal advisor. Huge thank you went to AG for caretaking.
2. **Minutes of the last meeting:** Fully approved and signed as true and correct with one addition from AG - the defective light fitting detailed in point 7 has now been replaced.
3. **Election of Officers:** JS proposed all three stand again; MSp seconded this. MSm proposed that the remaining committee stand again; all members present agreed to this.
4. **Actions and matters arising from the last meeting:**
 - a. **[LPM] Liaise with neighbouring villages on Warm bank days of the week.** Only two local villages may hold a warm hub. As Rendham will be Tuesday Mornings, and Cransford has yet to decide, Sweffling will not clash with either if it precedes Wednesdays as planned. On Hold
 - b. **[LPM] Book Great War Huts to see the Hut.** The war Huts project remains on hold as they have a busy few months ahead.
 - c. **[LPM] Continue researching grants / apply for those relevant (Repair, warm hub etc)** 'Ease the Squeeze' East Suffolk council grant application has been submitted to fund the Hygge at the hut Warm Hub.
 - d. **[LPM / MSm] Look at policies, governance, GDPR & Health and Safety** LPM has completed six policies needed for the 'Ease the Squeeze' Grant application and placed them on the website. MSm offered to check them and for everyone to make comments by email. JT proposed we pass a resolution that if there are no objections within 14 days of sending them, we will adopt them. JS offered to be named as the safeguarding officer for the hut and will train the committee.
 - e. **[SA / LPM] Event poster creation and sharing (digitally)** JA reported that future Events posters had been made; Adrian Kinsey (Sweffling Resident) offered to print posters free of charge and will make a flyer

summarising upcoming events too. The committee sends their thanks to Adrian. AD has offered to laminate the posters. JT wants to propose we recompense the costs of this; JA will ask Adrian.

- f. **[Outstanding] Hot water system, roof repairs**
- g. **[JA / LPM] Submit future events to the Bridge, Website and social pages.** JA has and will continue to send to the Bridge editor, LPM continues to put the information on the website calendar and weekly social media updates.
- h. **[JT] Find committee constitution and hand it to MSm.** Both LPM (Via Pam Rows archive) and JT found JS original 1993 Charity document complete with constitution and handed it to MSm. JS spent 2 - 3 years in the 80s registering the charity and couldnt find it since.
- i. **[MSm] to look at the constitution, charity number query and property ownership.** MSm gave a summary of the information he researched since obtaining the Constitution.

The Charity was no longer on the register - it had lapsed due to no returns being submitted. He confirmed we are still a charity with charitable objectives without being on the register. The Charity commission stated, Village halls are renowned for losing returns in the mist of time.

MSm suggested the committee could look at a simple trust which transfers land to custodians of charities, i trust for the village hall to be sited on. It transfers the property but also the constitution of the charity too. A sub-committee could be formed to look into the work needed to go back onto the charities register - Charities with an income over £5000 a year do not need to be registered, but those that go over £10,000 do. If we are applying for grants we will go over this will likely put us in the latter bracket. Being registered will require us to submit annual returns and accounts to remain on the register. The advantage of reregistering the charity with modern documentation is no personal liability will be attached to trustees, the constitution could be updated. It was agreed by all that we will head on as a working group and review in 6 months at the next committee meeting. JA thanked MSm for all his work so far. MSm left the meeting.

- 5. **Treasurer's update (Receipts, Expenditure and Budget position)** JT handed out Financial Statement for Sweffling Village Hut 2021-2022 (Annex A) and Village Hut income 2021-2022 (Annex B). JT felt the basic outgoings are quite substantial and that these core costs need to be addressed before doing the 'wish list'. JS asked how much of the £10,000 Covid Village Hall Grant was spent / remained as she was concerned unspent money would have to be given back. JT explained to the new committee members that District Councillor Maurice Cook had said the Hut could apply for the grant, and it had been agreed by the committee to proceed. JT will have a look online and see if there is a date by which the money has to be spent.

JA asked if we do PAT testing, AG and JT confirmed we are not. JA will ask Patrick McGovern (Sweffling electrician) if he could do this.

JA asked about electricity rates as nationally prices were rising to frightening levels. LPM updated the committee that Kirstin Stanley had done a lot of research when choosing the new supply and managed to get a smart meter installed. It is a 3 year online contract at an excellent price given the current market (17.85p/KwH day rate, 12.19p/Kwh Night rate and 45.63p a day standing charge). LPM confirmed however, the bills were estimated not 'read' and that the reading JT and JA had supplied had been rejected. JT will give LPM the login to the online account to get the invoices off as JT confirmed she currently goes by the bank transactions (which range from £11 to £25 a month). Based on the electricity prices, JA suggested that the committee look at a summer rate and a winter rate for hire charges to cover the additional electricity costs. LPM will look into the hourly cost of local village halls as well as how much it costs to run the hut for an hour on the current electricity tariff as on inflation alone the £7 would be more after these years.

JT concluded the income from events has made a difference, and the donation from the fete committee has been a big help.

6. **Working group updates.** LPM proposed the committee form working groups to aid the workflow so it isn't focussed around the bi-annual meetings, it also allowed members of the committee to work on Hut projects that sparks their interest rather than everyone covering every piece of work. The aim was to bring the projects to the committee with the supporting research to vote as a whole at the bi-annual meetings. JA suggested members join more than one working group each, so there is a cross-fertilisation of ideas.

- a. **Constitution, charity, policies & grants** MSm, JT, LPM & JS (Meeting set for December 7th, 3.30 pm - 4.30pm)
- b. **Premises & Maintenance** LPM, JS & AG (Meeting booked Monday 21st November, 3.30 pm at Hut)
- c. **Events, Hire & Advertising** JA, MW, MS & SA
- d. **Kitchen Management** MW, MS, JA & AG (Meeting booked for Friday 18th November, 2.30 pm)

7. Any other business

- a. JA hopes the WiFi is almost installed. There is a shortage of copper wire but once the WiFi is in it will be great for and helpful to increase bookings.
- b. LPM feels an art focus would be great for bookings e.g. classes, viewings etc - no other hall has that focus - all exercise.

8. Summary of actions

- a. [LPM] Book Great War Huts to see the Hut.
- b. [LPM] Continue researching grants / apply for those relevant

- c. [Outstanding] Hot water system, roof repairs
- d. [MSm / JT / LPM / JS] Charity sub-committee to look into the work needed to go back onto the charities register and constitution
- e. [LPM] to look in to the hourly cost of local village halls
- f. [LPM] to look up how much it costs to run the hut for an hour on the current electricity tariff.
- g. [LPM] Book Great War Huts to see the Hut.

9. **Date of next meeting** Tuesday 16th May 2023, 7.30 - 8.30 pm at the hut.

The Meeting closed at 9.33 pm

Signature of the Chair:

Date:

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

Financial Statement for
Sweffling Village Hut
Nov. 1st 2021 to Oct. 31st 2022.

Barclays bank current account

1st Nov. 2021 £ 9935-01
3rd Nov 2022 £ 9906-36.

so we have spent £ 28-65 more than we earned. This means we have hardly needed to use anything from our government Covid grant. This is entirely due to the recent increase in activity at The Hut and £400 donation from The Sweffling Fete Fund. I have listed these activities on a separate accounts paper

J.F. Tyson
(Hon. Treasurer)

We also have £1520-47 in the savings account
J.J.

Sweffling Village Hut

Income

	£
Hire of Hall 1/11/21 to 11/12/21	363
" " " 16/1/22 to 26/7	238
" " Tables	50
" " Hall 27/7 to 31/10	91
Sweep Shops	186.40
Bike Maintenance	25
Printing Workshop	10
Wake	60
Donation from Fete Comm	400.

Outgoings

Electricity of which Jan. was £68	318.59.
Insurance	495.10
Carer taker	650.00
Flamskill	51.00.

There were no maintenance, repair or improvement costs in this year.