

**Whaddon Village Hall and Recreation Ground Trust**  
**15<sup>th</sup> May 2023 at 8pm**

Present: Karen Coningsby – Secretary  
Peter Haselden – Treasurer & acting Chair  
Gabby Van Poortvliet, Marine Boulter & Paula Tucker

**1. Apologies for absence**

Apologies were received from Anita Birch, Steve Coningsby, Lee Ginger and Steve Argent.

**2. Declaration of Interest**

There were no declarations of interest

**3. Minutes of previous meeting**

Minutes of the meeting of the 6<sup>th</sup> March were agreed and signed by Peter Haselden as stand in chair.

**4. Matters Arising**

- **Review of Trust Deed** –Awaiting Parish Council AGM on 22 May for them to agree how many Appointed Members they wish to move forward with. We can then adopt this number into the Deed at our AGM on the 3<sup>rd</sup> July. Anita Birch to advise every one of the outcome following next weeks AGM.

Action: Anita to liaise with Lisa Chambers Cambridgeshire Acre re next steps to implement agreed changes at our AGM July 2023 **AB**

- **Hallmark Status** - Anita Birch brought forward the suggestion of the Trust to consider Hallmark status. Agreed to consider this later after AGM.

- **Web Site** – Lee to update at next Trust meeting.

- **Jubilee Funding** – This has been put on hold for 5-6 month. Anita Birch reinforced the understanding that the monies that the Trust have in savings will not all be used, should our application be successful, and that further fundraising will be required to proceed with the project. **PH**

- **Electric Charge point** – Feedback from online info session give to Parish Council via Anita Birch. Parish Council awaiting feedback from Parish Plan to consider if this is something required by the village and will then work together with the Village Hall Trust to consider installation. Tonight's Trustee were not very keen on the idea. This required more information. **AB**

Action: Village Hall to liaise with PC as a possible future joint project.

- **Online Playground quote** – Parish Council received one other quote for works outlined in Online Playgrounds (Previously Fenland) ROSPA survey report. It was not competitive. Parish Council agreed to fund 50:50 with Village Hall Trust and happy for work to be completed by Online Playgrounds. Authorisation sent to Online Playgrounds to begin work. Awaiting start date. Chased again last week. No reply yet. AB
- **Cleaner** – Cleaning rota has been organised in-house until end of May. Thank you to Julie van Poortvliet for completing during her university holidays. Anita Birch has once again emailed the village and posted on local social media, our search for a cleaner. She has had a good response. We have had one respondent from the Village Emma Reynolds, and she has availability, alongside other locals. However, has also been approached by two ladies from different local cleaning companies (their own) who have said they would be happy for the work. Both charge £15/hr. Trustee tonight agreed it would be nice to have someone from the village at £12- £13/hr. Anita feels it would be good to have someone from a cleaning company as we would be covered by sickness etc. Anita is happy to carry out interviews. Karen Coningsby would wish to be there as well as she will be dealing with the cleaner. AB
- **Poo Bins** - Parish Council need to replace the Poo Bin at the front of the recreation fence. Lee Ginger and Jonathan Burgess have scoped out a new position, as access to it (up the grassy bank and beside the newly installed Jubilee bench is not ideal) Bin to be located on the fence facing the village hall. Anita Birch requested that it be aligned with parking space lines and did highlight the possibility that someone cutting between two parked cars may cause damage to a car. Lee Ginger did not foresee this as a problem. Anita Birch agreed for it relocation. However, if anyone feels strongly against, please decide on a new location and the Parish Council can be informed. Trustees of tonight's meeting when and did a site visit and decided the best place would be on the grassy area near the last car parking space. KC

## 5. Correspondence

**Complaint** from South Cambs Dog Club – That the Railway club had turned up at 7pm, during dog training hoping to get set up. Karen Coningsby contacted the Railway club and had a reply that all their members for they cannot get into the hall until 8pm.

**Handyman** - As agreed by Trustees via email outside the normal Trustees meeting on 12<sup>th</sup> April we decided to increase his wage from £12 to £13/hour.

## 6. Building, Lettings and Maintenance

**Garage** – No discussion on the Garage. Peter Haselden to review figures after

we have closed the accounts in March 2023.

Jonathan Burgess has fitted new toilet door handles. Anita Birch has asked him to look at the loose tile and areas that need pointing over the back porch, that were noticed by Henry Burgess when putting up the Coronation Bunting.

### **Light & Alarm check**

Lights and alarm checks have been checked.

Paint flaky around the eaves on the Village Hall. Some of the wooden parts are rotten. Steve Coningsby has scaffolding, and he will investigate.

**SC, AB,  
JB**

Action: Anita, Jonathan and Steve to assess the viability of the work being done by the Handyman or if we require contracted decorators.

**Energy costs** – Peter Haselden advised that our energy bill is still high £200-£300 per month. Rate is fixed until November. We need to think about putting up the hire charge to cover. Karen Coningsby to come up with a rate and email to Peter Haselden to work out if OK. Maybe but down the temperature in the summer to 10 degrees.

**PH/KC**

We need an update from Steven Coningsby re Energy Saving Survey.

**SC**

## **7. Playground**

No reports from Jonathan Burgess.

## **8. Finance.**

£11,100 Income Expenditure £7500, Profit £36K  
£35000 cash -£600 for playground. Revenue £8.2 K in lettings £1500  
Insurance rest in events. These are preliminary final numbers for the year.

## **9. Polices & Procedures**

Production of policies is on-going:  
Safeguarding – Karen Coningsby  
Health & Safety - Anita Birch  
Finance – Peter Haselden  
Trustee Rolls & Responsibilities – Gabby Van Poortvliet has sent shortened version to all Trustees.

Due to work required on the Trust Deed, Trustees agreed to extend timescale for production of Policies and Procedures.

## **10. Events**

**Film Night-** To be picked up in September. Paula Tucker and Marine Boulter have agreed to run the film nights. They will do food and drinks, lease with Steve Cross and Karen Coningsby dates. Saturday Evenings dates in

**PT/MB**

September, November, January, and March. Maybe a children's one in December.

**Village Fete** – 8<sup>th</sup> July 2-5pm. New Village Fete. The committee completed a site visit to the recreation area and discussed the potential positioning of the stalls, marquee, BBQ, races, activities and car show. It was agreed that a square should be created with all stalls and marquee facing inwards towards the recreation area.

- Steam railway track to run alongside the metal railings on the grass area, starting adjacent to the third tree from the village hall.
- Show marquee – to be placed village hall side of the cricket square, longest side facing inwards.
- Car show to create a corridor leading from the back left corner of the marquee and leading towards to gates of the church yard.
- Model railway will be set up inside the church.
- Individual stalls to be set up in an “L” shape opposite the steam railway, and in front of the play park and running in front of the goal post.
- Compare and sound system to be set up at the entrance gate into the recreation ground.
- Bar and BBQ to be near the Village Hall porch.

It was agreed that one bank account should be used, in order to limit confusion and this would be the Church account and should be referenced “Fete”, as there was a card reader available for this.

It was agreed that all stall holders should pay their non-refundable £10 stall fee on confirming they will be attending to limit no-shows on the day. A receipt could be issued to stall holders if required.

**Kings Coronation** – 7<sup>th</sup> May celebrations were well received by the village a very successful event. Children games, afternoon tea and disco. Very positive feedback.

11.

**Other items not on the agenda** – Anita Birch presented the Parish Council Annual Parish meeting on behalf of the trust. Updates for the year given in a form of a quiz. It was well received. Quiz given to Joan Pascoe to put in the edition of the Whaddon News.

Please can all advise Anita Birch in advance of their intentions for re-election as Trustees, in advance of the AGM. Karen Coningsby to email Trustees that have not attended tonight's meeting.

**AOB** - AGM will be on the 3<sup>rd</sup> July.

**Dates for this year.**

3/7/2023 - AGM

4/9/2023

6/11/2023

15/1/2024

**Meeting finished at 21.00pm.**  
**Date of next meeting 3<sup>rd</sup> July 2023 at 8pm - AGM**