

Minutes of KVH Committee Meeting 4 September 2023

Present: Sarah H, Barry W, Frances M, Sheila C, Clare H

Apologies: Elizabeth G, Kath C

--

1/ Minutes of last meeting - no amendments proposed; to be signed by EG on her return.

2/ Matters arising:

The new signs have arrived but were missing a set of inserts. Sarah has requested these and they will be sent.

Sarah has submitted the valuation office declaration recently requested and a copy of the response shared with Sheila

3/ Financial issues:

- August payments and receipts shared - nothing of significance last month.
- Electricity – existing fixed tariff ends on 31/1/24. Sheila up-dated the committee on options for renewal, which included three companies: EDF (existing provider); British Gas or Valda each for a choice of 1-3 years. Although Valda was around 10% cheaper, this is a new company and the committee agreed not to risk provider failure. Since there was little difference between EDF and British Gas, the committee agreed to opt for 3 years with EDF. Sheila to arrange asap. (Up-date: this contract was subsequently completed on 4 September 2023).
- Music licence – charge is based on annual income and charge for this year will be £107.51. Sheila has set up a direct debit for this to be paid on 19 September 2023.

4/ Maintenance:

- Disabled access to toilets: new toilet door locks in place, alarm systems being fitted next week. Villager who requires disabled access has been consulted on the modifications that have been made and confirmed they are reasonable. Invoices for locks and signs passed to Sheila to reimburse Barry (done on 5 September 2023). The business case for the toilet modifications was passed to Sheila for filing.
- heating settings. It is only going to be feasible to move to remote controlling when the system is replaced. Agreed to discuss heating needs with those booking to consider heating requirements eg SMB and Tai chi.
- Barry noted that there is no fire alarm system in place. Not even a smoke detector in the kitchen. Barry will contact the fire service and get them to do a survey and offer any advice.
- Village Hall signs – Sarah confirmed that the land at the front of the village Hall does belong to us (according to the deeds) and Brian and Barry will look at where to best site and then we will consider further.

5/ Bookings:

- SMB taster session for U3A booked on 2nd and 9th Oct in afternoons for taster sessions. Review longer term arrangements after that. Equipment will be left out ready for the evening session.
- Sarah, Sheila and Frances have arranged to discuss bookings on Scribe on Thursday 7th to move scribe bookings system on.

6/ Events:

- cheese and wine – 13th Oct. Elizabeth, Claire and Kath will sort wine and cheese (plus biscuits, grapes). The existing stock will be considered before ordering more from Matt. Claire will ask other members for support if needed nearer the time.

- Calendar – Sheila added the entries already received so far to the Donovan room cupboard. All others to be added here please. The committee agreed to go for the A3 calendar format and likely order 75, plus a pack of envelopes and charge 50p for each envelope.

- Bingo / quiz - Frances will discuss likely dates in Jan and Feb with Eugene.

-

- Other events- no need to discuss at this meeting.

7/ Policy reviews:

- H&S policy - reviewed last month and now need Brian to confirm he is happy to be named. Sarah to get those confirmed last month pdf'd and added to the website.

- several policies need to be reviewed at next meeting. Agreed to circulate with the minutes ahead of next meeting for people to read in advance and bring any comments to the meeting. Cover - safeguarding, equal opportunities and complaints. Need to consider whether a separate document is required for equal opps,

Cover the others at later meetings. social media, bar rules, hire agreement and charges. Do charges at Jan meeting ahead of budget planning. Plus, legionella meeting in Jan, not dec.

Sarah will do a new schedule of review dates.

8/ Other matters:

Electricity charging points: The Parish Council are now not getting involved. At some time Somerset council are planning to put a charging point in the car park.

Equipment borrowing documents: Hard copies of borrowing docs and now available outside the main hall. The committee discussed whether to fix donations – agreed to leave as is, but to use a principle of £1 per item (eg table or chair) per night if asked. Sheila to talk to the pub and suggest they ought to make a donation to cover wear and tear to chairs and explain that we don't want them borrowing the chairs regularly. (They could buy a few chairs if they wish). Sheila will confirm when she has had this chat.

Coffee mornings 100 club – august winners: Sheila Sharpe and David Houghton. Agreed to have bacon babs on 28th Oct. Sheila to check quality of bread rolls in advance and defrost bacon.

Kilve news - Sarah will remind villagers of the hire charge for the hall and advertise bacon babs in next Kilve news. Plus plug the need for calendar photos. Include 100 club winners.

30th Sept - opening of new permissive path followed by coffee morning. Claire Hughes has offered to help. Pat H will be around. Brian and Julie expected to be present. Sheila pass float and 100 club prize money to a committee member in advance.

Next meeting 13:30 on 3rd Oct.

Meeting closed at 2.40