Privett Village Hall
(Registered Charity No. 267434)

Minutes of a meeting held on 20th June 2025

Present: Rob Hollis (Chairman), Rob Baldock, Edward Sadler, Graham Flack, Gill Chung, Melanie Wright, Ann Daniels, Mike Greenslade, Gill Martin.
Apologies: Vanessa Christie, Jan Topping.

1. More wine glasses – Ann reported **done**.

2. Discussion on wider updates to crockery, cutlery and kitchen utensils which could be paid for by a 'Nick Drew' Grant. **<u>Action</u>: Gill C, Vanessa and Ann to inventorise current stock and provide a wish list of new stock and needs.**
<u>Action</u>: Rob H to speak to Nick Drew confirming this year's grant and whether the facility will still be available in future years post disbandment of EHDC.

3. Discussion around the Montessori School and specifically Veronica's statutory need to use outside space as part of her EY provision. Position agreed and finalised (as per Rob H email to Veronica) for the moment, but will need monitoring. In addition there was a discussion about asking Emma to help clean up after PVH events, and asking Veronica to make sure the heating is turned back to 'timer' before she leaves at the end of each day. **<u>Action</u>: Gill to speak with Veronica about the ongoing need to clean the hall to a reasonable standard, especially prior to booked events.**
<u>Action</u>: Gill to speak to Emma about her willingness to do cleaning in addition to washing up at PVH events during seasons when she is not involved with her horses (this does not include doing the washing of table cloths etc).
<u>Action:</u> Rob B to demonstrate use of Heater Controller to Gill and Veronica so that heating bills can be better controlled.

4. Discussion about the handover of the Treasurer role from Ian Hughes to Vanessa Christie. See detailed description of handovers needed at Annex A. The Committee fully agreed with all the appointments and retirements described in Annex A . **<u>Action</u>: Rob B to contact Vanessa to explain and demonstrate use of the Card Reader (and also once done to do the same for the whole Committee, in particular anyone who will be running the bar at events).**

5. Discussion about cleaning behind cooker. **<u>Action:</u> Rob H and Rob B to arrange to move cooker and clean behind it.**

6. Discussion about the Electrical Safety Report: **<u>Action:</u> Alex to arrange with Toby Flack to get this done by mid September.**

7. Discussion of Fire Safety Risk Assessment: **Action: Rob H to arrange Fire Safety Risk Assessment.**

8. Discussion about the profitability of the bar: **Action: Rob H to speak to ian Hughes about the profitability of the bar.**

9. Discussion about drinks licensing and buying drinks for events. It was agreed that Rob H would be responsible for buying the wine and Mike Greenslade would be responsible for arranging the beer purchase (from Bowmans or Tripple FFF - but others may need to do the collecting). Also agreed that Rob H would convene a list of bar tenders that could be rostered from for events.
Action: Rob H and Mike G to arrange for the existing stock to be transferred from Graham.
Action: Rob H to speak to Graham about the licensing.
Action: Rob H to compile a list of potential bar tenders and agree with individuals about rostering.

10. Discussion about Mark Wight's website proposal. **Committee agreed to it in full. Action: Melanie Wright to speak to Mark to progress.**

11. Edward Sadler updated the committee on the CIO proposal. In summary, his understanding of the West Meon situation indicates that ours may be easier that that. However, the legacy of our existing constitution needs much more unravelling and effort to replicate in an up to date constitution, and thus progress should be left with him to pursue at his convenience for the moment.

12. There needs to be a review of our compliance with the legacy Trust Deed. Our mitigation of any risks of non-compliance rests on the actions we are now taking to transition to a CIO. This will 'reset' everything into a modern context.

13. Discussion about a key safe for the Notice Board key. **Action: Melanie speak to Mark Wright about purchasing and fitting a key safe to the outside of the hall (similar to the one he has already done for his own house.)**

14. The Committee agreed that Ian Hughes should continue to represent the Trust in relation to the Trust's account with the investment fund manage Quilter Cheviot, and in particular should continue to be one of the authorised signatories acting on behalf of the Trust in relation to such account. The Committee also noted that Rob Hollis and Vanessa Christie will be substituted for Graham Flack and Bridget Kindler as such authorised signatories (in addition to Ian Hughes and Edward Sadler).

15. Discussion about a memorial tree for Bridget Kindler. Alex has the map of trees around PVH, and the Povey's have offered a site across the road if there

is no space on PVH land. Action: Edward Sadler and Jan T to sort the memorial tree for Bridget Kindler.

16. DONM: Friday 8th August (Rob B sends apologies now).

Annex A: Details of handover of Treasurer and Trustee appointments

It was reported that Ian Hughes had stepped down as Treasurer at the Annual General Meeting held on 5th April 2025. It was resolved that Vanessa Christie be appointed a Trustee and Treasurer with effect from the date of the meeting. **Action: Rob H to add Vanessa Christie to Trustees and subsequently remove Ian Hughes, whilst ensuring continuous cover (i.e. Ian should not be removed as a Trustee until such time as Vanessa is both registered as a Trustee with the Charity Commission and becomes a signatory to the Trust's bank account, as the bank may require that the Treasurer signatory is also a Trustee).**
Action: Rob H to check that Insurance is in place to indemnify the Trustees against their Public Liability as Trustees.

Charity Commission
It was reported that Rob Hollis had taken over as the Primary Administrator. He had updated the list of Trustees by adding Michael Greenslade and Jan Topping and would add Vanessa Christie and eventually remove Ian Hughes (see above for sequencing). It was noted the 2024 accounts needed to be filed.

Bank mandate and signing authority
It was reported that the current bank signatories were Graham Flack, Ian Hughes and Bridget Kindler.
It was resolved that Rob Hollis, Vanessa Christie and Alex Raphael should be appointed signatories and Bridget Kindler removed as a signatory.

The Chairman and Secretary are hereby authorised to pass a resolution in such form as the bank may require to give effect to the terms of the above resolution, and also to permit the retirement as bank signatories of Graham Flack and Ian Hughes following the acceptance of the bank of the newly appointed bank signatories.

It was agreed that Vanessa Christie would be the responsible for all payments and bankings subject to all payments being countersigned by one other signatory.

It was also agreed that Vanessa Christie would replace Ian Hughes as the account operator.