

## MEETING MINUTES

|          |                         |
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| TYPE     | DATE MONDAY 2 June 2025 |
| TRUSTEES | TIME 18.30              |

Present James (Chair), Peter, Nick, Ali, Roger, Paul, Jenny, Shirley

Apologies Ben, Jonathon

| MATTERS ARISING FROM PREVIOUS MEETINGS                                                                                     |                                                                                                    |                                                                                                                                                                                                                                                                                                 |
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| <i>Pre-populated - any other monthly updates/arising will now occur through the first <b>STANDING ITEM</b> of WhatsAPP</i> |                                                                                                    |                                                                                                                                                                                                                                                                                                 |
| NOV 24                                                                                                                     |                                                                                                    | JR will pass new guest keyboard for SW to mount. The guest code will change as required and code only shared with a few to meet insurance requirements                                                                                                                                          |
| 03 MARCH 25                                                                                                                | PROJECT Porch                                                                                      |                                                                                                                                                                                                                                                                                                 |
| 03 MARCH 25                                                                                                                | BAR TV/firestick                                                                                   |                                                                                                                                                                                                                                                                                                 |
| 03 MARCH 25                                                                                                                | BOOKINGS Documents<br>PROJECT UPDATES Tennis courts<br>GROUNDS MAINTENANCE<br><br>SITE MAINTENANCE | SW has x2 painting quotes (SEE SITE MAINTENANCE STANDING ITEMS). Conversion needs further discussion Resolved – The new TV has built-in firestick Bar staff update is needed JR to update how to use, esp. re. Not turning it off. Fri 6 June AND JR to create two screens – promotions /how to |

|                                                              |                                             |                                                                                                                                                                                                                                                                                                                                                |                          |
|--------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|                                                              |                                             | <p>promte events/dates</p> <p>Updated but need now needs reading/approval</p> <p>Tennis Court – remains a standing item</p> <p>Courts need a sweep, NK to arrange date – RG and PS have offered to help out too</p> <p>Extending the hedge update next meeting</p> <p>Fire service completed/</p> <p>AL to now enter date on renewals doc.</p> |                          |
| <b>LEGAL DUTIES</b>                                          | <b>APPROVE THE MINUTES OF 03 APRIL 2025</b> | <b>1<sup>st</sup> JR</b>                                                                                                                                                                                                                                                                                                                       | <b>2<sup>nd</sup> RG</b> |
| <b>NEW</b> Any conflicts of interest for the agenda/meeting? | <b>None</b>                                 |                                                                                                                                                                                                                                                                                                                                                |                          |
| <b>NEW</b> Change Key code/email                             | <b>WOLF JR to email change</b>              |                                                                                                                                                                                                                                                                                                                                                |                          |

| <b>STANDING ITEMS</b> |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                     | WHATSAPP        | No actions to note                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2                     | PROJECT UPDATES | <p>JR reiterated for those absent in Mays' meeting that the old marque has been handed over to others for their use/recycling</p> <p>Tennis Courts – for further discussion</p> <p>Promotions need to be encouraged. Esp. for the TV. AL reminded Trustees that she can create posters (24 hrs). AL reminded Trustees of access/timing differences to parish magazine + Orleton magazine – (also see BJ's notes APPENDIX 1 point 6)</p> <p>Safety - Discussed the need for a gate lock (main gate/side). Trustees agreed unanimously to a gate lock AND to change the code when required and to share code with those who need to know</p> |
| 3                     | CORRESPONDENCE  | None received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| 4          | FINANCE<br>ACCOUNTS    | There is a current data/file corruption. PG assured Trustees that the situation is poor but not a disaster. PG met with JR/local computer company to try to resolve, however current data is lost. All accounting is in manual form and can be fully scrutinised so at this time Trustees do not need to inform the Charity Commission. All data needs auditing again - it provides an opportunity to enter all of last year's accounting into the new software Xero but will incur a need for an extra licence. Trustees discussed whether they could help PG with this significant task and reiterated that he can call upon support from anyone at any time.                                                                                                                                                                                                                                                                                                   |
| 5          | BAR                    | <p>Ben sent apology notes via email SEE attached <a href="#">APPENDIX 1</a>. He has said that the bar has been busier than normal esp. given summer weather. JR to give Ben a list of dates so that Bar can rota appropriately for busier evenings – JR reminded Trustees Food nights will be aimed at first Friday of each month. SW advised using different suppliers for variety</p> <p>BJ notes - Point 1. Card Machine JR and BJ have been testing in and out of village hall. Now using a sim card to avoid using wifi. This should hopefully speed up connections and avoid future issues.</p> <p>Point 3. Last year's bar accounts are currently not fully resolved. Trustees discussed future requirements and actioned: BJ and PG to fix this and organise a new person for this year's accounts.</p> <p>Point 5. re. installation of TV: Please see <a href="#">APPENDIX 2</a> which tracks decisions/voting made by Trustees.</p>                     |
| 6          | SITE<br>MAINTENANCE    | <p>SW led a discussion with Trustees about the porch conversion. X2 painting estimates received are: Edwards £3.5k and Debbie £2,187. SW advised that Debbie returned her quote in a more professional manner and that she had to chase Edwards for his. The work quoted for includes: All of outside (same colours) and barge boards. Trustee vote taken and trustees unanimously voted to accept Debbie £2,187. (JR 1<sup>st</sup>, RG 2<sup>nd</sup>). Work will be weather dependent SW to now organise/manage.</p> <p>SW discussed outside contractor Jamie Pearce and payment. PG to check 11 May boiler service invoice is paid in full.</p> <p>Trustees discussed best/legalities re. ways of paying for goods/services/invoices. Also discussed permissions for payments, second signature(s) and bank requirements. Also agreed that cheque payments are also available as a way to pay. SW to let contractors know of Bacs versus cheque payments.</p> |
| 7          | FUNDRAISING,<br>EVENTS | Update and Trustees discussed the Summer Fete, June 28. AL has created banners/posters (all on shared drive.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8          | BOOKINGS/KEY<br>DATES  | <p>Followed up on Posh Jumble Sale report and addressed points in Soc Comm. Report (SEE Minutes 12 May), especially discussed the conclusive points going forward. AL informed Trustees that she had emailed Katy and has offered to make tabards for helpers. Will await a response.</p> <p>Trustees discussed rules around Dogs and village Hall. This is an issue for further consideration in a future meeting. Trustees to explore issues re. dogs and village halls. AL to seek archive information gathering around issue. Currently not fully clear/possibility of allowing dogs on leads in some areas of grounds at some times?</p>                                                                                                                                                                                                                                                                                                                     |
| <b>AOB</b> |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b>AOB</b> |                                                                                            |                                                                                                                                                                       |
| 9          | <b>INDUCTION AL</b><br>1. Welcome pack/constitution/charity commission/ current legal gaps | 1. Trustees were provided with a welcome pack which includes amongst other things, the constitution, details of Charity Commission, x2 Trustee policies (Conflicts of |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 2. Roles for trustees<br>3. Policies<br>4. Shared Drive/Share documents | <p>Interests and Record Keeping). AL advised that she has written a summary of constitution esp, suitable for sight impaired printing. Will share at a future meeting.</p> <p>2. Trustees share organised Roles. Changes are that AL will take on 'Membership' and JC will take on 'Link to School'. JR took photograph and AL will create a document outlining responsibilities.</p> <p>3. Policies shared for proof reading before Trustee acceptance of policies. AL has updated the charity Commission website of policies and all policies and Trustee documents are now on Shared Drive</p> <p>4. Shared drive is significantly updated. Trustees have access to all folders apart from MEMBERSHIP re. data protection. AL, NK and JR manage all folders.</p> |
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| <b>Next Meeting</b> | <b>MONDAY 7 JULY 2025</b> | <b>18.30</b> |
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#### APPENDIX 1 Email from BJ

Sorry I'm not going to make the meeting Monday. Few things to note:

1. Card machine (fingers crossed) appears to be working.
2. Bar much busier helped by the weather which is encouraging. Someone keeps turning off the cooler, which maybe because it's noisy but obviously needs to be turned back on afterwards.
3. Paul, Carl and I met around the bar taking for last year, not as simple as first thought. Carl is also not wishing to cash up going forward so I need another volunteer. It would be great to irradiate cash but obviously card machine must be reliable first.
4. Gazebo minor repair complete.
5. The final item I wanted to raise is the way in which we make, record and act on decisions. I have a had a fair bit of flak re the television. I however specifically requested and believe it was agreed that before we did install the TV that both the card machine and sound system were put right, these are both the source of constant complaints and issues today. I guess a couple of learnings to consider, firstly short form notes and bullets are great but we need to ensure that key decisions are correctly captured, and particularly when there is a financial commitment. Perhaps decision, conditions, sum agreed should be recorded (my bad for not reading the notes).
6. Linked to the above a few rumblings about the foodie night not being advertised widely enough - again my view would be that using the A-board at the front with chalk to note the weekends events would be simple?
9. I haven't had chance to follow up on the tennis court but will try and make time this month to investigate grants

#### APPENDIX 2 Details tracking Trustee agreement of installation of new TV

|                                               |                                                    |                                                                             |
|-----------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------|
| 03 Feb                                        |                                                    |                                                                             |
| <b>MATTERS ARISING FROM PREVIOUS MEETINGS</b> |                                                    |                                                                             |
| 6. 06 JAN 25                                  | BAR NK proposes TV for advertising. See Appendix 2 | TV budget agreed £400. (Voted JR first JC 2 <sup>nd</sup> + no objections). |

03 Feb

## APPENDIX 2

### Draft -Proposal for Installation of a Large TV for Event Advertisements in Village Hall

I propose the purchase and installation of a large television in the village hall to replace and enhance the current events notice board. This new display would serve as a dynamic and visually engaging solution for promoting events and community information. It addresses the limitations of the existing notice board, which cannot accommodate all event posters simultaneously. The screen would be oriented in portrait mode to better suit the dimensions of typical event posters.

#### Benefits of a TV Display

1. **Enhanced Visibility**  
A large, rotating slideshow will ensure that all events receive equal promotion and exposure to residents and visitors, improving overall visibility.
2. **Increased Engagement**  
The vibrant, digital format is more eye-catching than traditional posters, encouraging more residents to notice and participate in village events.
3. **Dynamic Visuals**  
In addition to displaying static posters, the screen can show animations, videos, or trailers—perfect for events such as *Flicks in the Sticks*.
4. **Reduced Clutter**  
Transitioning to a digital display will eliminate the need for multiple paper posters, keeping the hall neat and organized.
5. **Flexible Updates**  
Updates can be made quickly and easily via a connected website. This allows event changes or additions to be reflected instantly without the need to print new materials.
6. **Cost Savings on Printing**  
Ink and paper costs can add up, even though they may not directly impact the hall or event budgets. A digital display reduces the need for printed materials.
7. **Sponsorship Opportunities**  
Like the parish magazine, the display could offer limited advertising opportunities to local businesses, potentially generating sponsorship income.

#### Ease of Use

I have identified an app that automates the slideshow process Yodeck. Updates are managed through a website, and any changes are applied in real time. The system is designed to be user-friendly—simply power on the TV, and the display starts without the need for navigating menus.

#### Conclusion

This investment represents an innovative and sustainable way to enhance community outreach. The digital display will modernize how we share information, engage residents, and promote events effectively. A budget of **£400** would be enough to purchase a 43" 4K TV and wall bracket. I kindly ask for your approval to proceed with this project, as I believe it will bring significant benefits to our community.

Thank you for considering this proposal.

Sincerely,

Nic

March

#### MATTERS ARISING FROM PREVIOUS MEETINGS

|           |                                                             |               |
|-----------|-------------------------------------------------------------|---------------|
| 03 FEB 25 | BAR NK and BJ to explore TV showings and Consider firestick | Carry forward |
|-----------|-------------------------------------------------------------|---------------|

4 April

#### MATTERS ARISING FROM PREVIOUS MEETINGS

|           |                                                             |               |
|-----------|-------------------------------------------------------------|---------------|
| 03 FEB 25 | BAR NK and BJ to explore TV showings and Consider firestick | Carry forward |
|-----------|-------------------------------------------------------------|---------------|

12 May Minutes

#### MATTERS ARISING FROM PREVIOUS MEETINGS

|                                               |                  |                                              |
|-----------------------------------------------|------------------|----------------------------------------------|
| 03 APRIL 2025                                 | BAR TV/firestick | NK to buy TV + firestick if required         |
| 02 June 25                                    |                  |                                              |
| <b>MATTERS ARISING FROM PREVIOUS MEETINGS</b> |                  |                                              |
| 03 MARCH 25                                   | BAR TV/firestick | Resolved – The new TV has built-in firestick |
|                                               |                  |                                              |