

BROOMFIELD VILLAGE HALL CHARITY MANAGEMENT COMMITTEE

Members of the Broomfield Village Hall Charity Management Committee, you are summoned to attend a meeting to be held on Monday 12th July 2021 at 7.00pm via Zoom for the transaction of business as set out below.

Join Zoom Meeting

<https://us02web.zoom.us/j/87173431853?pwd=dno5dkRSZ3MxeTNKeIVQRkFEK2NGZz09>

Meeting ID: 871 7343 1853

Passcode: 387539

VH21/98	Members attending To receive apologies for absence and note members attending
VH21/99	Declarations of interests All members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.
VH21/100	Minutes of previous meeting To approve the minutes of the meeting held Monday 7 th June 2021
VH21/101	Financial Matters
a.	To note the monthly financial reports for June 2021
b.	To approve the Charity's annual accounts for the year 2020-21
c.	To note the new requirement for two step authentication on the Xero accounts programme
d.	To report on correspondence received from HMRC re: payment of VAT
e.	To note there has been an adjustment in business rates due to a change in coronavirus relief and £180.34 is now payable for the year 2021/22.
f.	To consider quote received from Clearview for installation of height barrier in Village Hall car park
g.	To consider quotes for supply of gas to the Village Hall and to decide on supplier and length of contract
h.	To note the grant from Broomfield Parish Council for repair and replacement of car park lights in the sum of £1578.00 has now been received
i.	To note furlough payments from HMRC via Broomfield Parish Council for January (£1156.93) and February

	(£1017.30) have now been received.
VH21/102	Village Hall Hire
a.	To receive a report on current bookings
b.	To discuss changes in covid restrictions and requirements and to decide on conditions of hire once Step 4 of the Government's roadmap is reached
VH21/103	Village Hall Maintenance
a.	To discuss the condition of the Village Hall noticeboard and decide on action to be taken
b.	To discuss ongoing problems with the barrier and to consider the quote from Clearview for work recommended following the service and to decide on action to be taken
c.	To note the height barrier has now been delivered and installed
d.	To note the repair to the servery light has been carried out
VH21/104	Health & Safety
a.	To receive Health & Safety reports and Fire Risk Assessment
b.	To note the annual service of the partition walls has been postponed until December 2021
c.	To note the following have been booked for July: <ul style="list-style-type: none"> • Fire Alarm and Emergency Lighting annual test • PAT testing
VH21/105	To receive a verbal report regarding the proposed Multi Use Building
VH21/106	Children's Cycleway
a.	To receive a verbal report on the children's cycleway
b.	To note JCM will carry out the approved work around the cycleway in December
VH21/107	To receive a verbal report regarding the cycle racks
	To discuss the Tree for Life Scheme and to decide on future siting of trees
VH21/108	Spin Scooters
a.	To agree a safety trial demonstration of Spin Scooters to take place in the overflow car park on a date to be confirmed
b.	To agree to the siting of a base for a maximum of 5 Spin Scooters in the Village Hall car park on a 4 month trial (finishing end of November) after which the committee to review the situation and outcome
VH21/109	To consider complaints on social media regarding dog training classes in the David Smith field
VH21/110	Items for next agenda
VH21/111	Date and time of next meeting.