

Secretary's Report for Village Hall AGM 2023

Licences – PRS licence obtained to cover Village Hall Events as agreed by the committee and per the constitution.

Drinks Licence auto renewed though Torrington DC., informed of new contact.

Charity Commission – Old members cleared from the information; new contact installed R Pearce to enable him to complete Annual Returns.

Changed Trustees from Bruce Millward and Rebecca Rogers to Dennis Buswell and Robert Pearce, included trustee liability insurance on the annual insurance at a minimal cost, as agreed by committee and on the constitution.

HSBC Bank Accounts – Installed new primary user – R Pearce. Created a new Mandate to clear old names from previous committees and added new signatories RP DB JC EP. Updated all information held regarding previous committee members.

Minutes and Agendas for meetings updated, agreed by committee and signed, made available for public reading.

New Hirer Contract with updated terms and conditions – All regular hirers have signed a new contract since the rise in prices and all one-off hirers also have a contract with terms and conditions signed.

Card Reader – researched and with committees' agreement, the committee rents the reader through the bank account therefore no one has to use a phone etc, and in the future it can easily be passed to new committee members to use.

Health and Safety - Food Hygiene record, first aid, supplies, Risk Assessments leading to handles down the steps leading from the hall and a repair to a kick panel on one of the internal doors, hall cleanliness, regular def checks on the defib outside the school.

Safeguarding update – All current committee members have completed a small course to enable us to have an up-to-date certificate, due to be put on the board.