

Minutes of the HDCC Committee Meeting held on Tuesday January 30th 2024 at Chestnut Cottage, Wilderness Lane at 7.30 pm

PRESENT: Mandy Chapman (MC) Bob Lake (BL) Rob Prall (RP) Sarah Prall (SP) Fi Shafer(FS) Janet Tourell (JT) Glenys Lake (GL) Minutes

BL welcomed attendees and thanked Fi Shafer for hosting.

1.Apologies for Absence: Pete Strevens (PS) John Thompson (JTh)

2.Minutes of Last Meeting:

These were read , and after a correction to the income figure of £831 raised at the Christmas Market, were signed as correct.

3. Matters Airising

There were none.

4.Treasurer's Report:

Hard Copies of the report were distributed. GL pointed out that the income from two of the local fundraising events had been split between accounts for December 2023 and January 2024 and stated that the Vintage Tea had raised £1060 and the Quiz Night £1,333.

5.Feedback on HDCC Advisory Group Meeting held January 16th 2024

RP stated that Mike Barber (MJB Architecture) had been extremely helpful in answering questions at the meeting. He went through all the conditions and explained the Extant process. His attendance had been instigated by the Parish Council and not by HDCC. BL said that the Parish Council (PC) should be advised that HDCC is the client of MJB Architecture, not the PC, and that any ensuing costs for MJB's attendance, in the region of £200 plus VAT, should be borne by the PC.

After discussion on the Terms of Reference for the Advisory Group and after three meetings of that group, it was unanimously agreed that the Terms of Reference should be re-visited and clarified. In particular, it was felt that neither the Business Plan, proposals on the detailed design and building control application, nor the proposals for the Building Control Inspector, require recommendation from the Advisory Group to the PC. It is not within the control of the PC to insist that it approves these. The choice of Building Inspector would be made by HDCC and not the PC.

ACTION: BL to contact Michael Lunn to request review and clarification of the Advisory Group Terms of Reference. Copies of the Terms of Reference to be circulated to all committee members for consideration and comment.

SP said that Damon Wellman (PC rep) should attend HDCC Committee meetings in order to report back to the PC. RP said he should attend when agenda items are relevant.

ACTION: BL to invite Damon Wellman to relevant meetings or request a different PC rep for the HDCC Committee

6. Progress with MJB Architecture:

RP reported that MJB was chasing Monson Engineering for Condition 6.

BL had visited MJB on January 29th 2024 to thank him for his attendance at the Advisory Group meeting.

MJB was prepared to hold over the payment of fees until the final design had been completed.

7. Business Plan:

MC and SP distributed hard copies of pages 25 to 34 of the Business Plan dated 27/1/24 which covered Section 4: Finances. The logic behind the development of this section was explained as follows:

- Predictions are based on the current village hall
- 6 control sites of village halls whose hall sizes and areas are similar to our proposed building and who have amalgamated with playing field associations, have been selected
- Projection of income and expenditure have been developed to show both high and low income and expenditure scenarios in years 1 to 5 of the new hall, with the high income projection reflecting a 15% increase and the low income projection reflecting no increase.
- Projected income had not been included for sport and the playing field, as it was assumed that business would continue during phase 1 of the build.
- All sources of information are referenced in the appendices

Discussion took place whilst tables 4A and 4G were presented and the following points were noted:

- OFWAT has predicted a 7.5% increase in water charges, as this utility will increase significantly. RP recommended doubling the predicted water costs
- Rainwater harvesting and better insulation may mitigate some of the potential increases in utility charges
- Charitable status could result in an 80% insurance reduction as shown at Five Ashes Village Hall

- FS: Manager's hours – prediction should be increased as hall and Sports Hall are bigger premises to manage

Public Presentation of the Business Plan:

It was agreed that the plan would be on the website, section by section, in time for the HDCA AGMs on February 23rd

MC and SP were to present the plan at the next Advisory Committee meeting on February 20th. SP has rewritten and improved the Capital Funding Strategy, but more detail was required about the project. BL thanked MC and SP for their extensive work on the Business Plan and this was endorsed with congratulations and thanks from committee members.

ACTIONS:

MC and SP to meet with Sandra Richards and Elizabeth Thomson to clarify presentation of Current Village hall accounts. This will inform income and expenditure predictions.

BL to write a narrative around some of the construction costs and would do so after meeting with the quantity surveyor. He will provide more information about potential sources of funding.

BL to ask MJB about warranties associated with maintenance.

8.FUNDRAISING:

Prior to the meeting GL had emailed a list of local fundraising dates and events to committee members.

FS advised that the Charity Commission required all ads to display the registered charity number.

ACTIONS:

JT to forward details of Spring and Christmas markets to SP.

SP to put details of markets and other listed fundraising events on to website and to promote the Bric a Brac and Brunch event (Sat Feb 23rd) on Facebook.

PREPARATION FOR AGM:

It was agreed that all members of the HDCC committee should sit at the front.

ACTION: BL to ask Graham Terry, Chair of HDCA, to outline the function of AGMs at the start of the meeting.

A.O.B:

BL reported that the submission to the Charity Commission was behind schedule.

DATE OF NEXT MEETING: Wednesday March 6th at Ailsa, Waghorns Lane at 7.30pm