**Minutes of the 2nd Wicken Bonhunt Community Centre Group**

 **Tuesday 10th January 2023 - 7.30pm**

**Group members present**: Joan Morgan, Richard Taylor, David Radford, John Burgess, Peter Jordan, Rosemary Nash, Cliff Nash, Lindy McDermott, Monica Davidson, Anthony Rogers, Gary Newman, Claire Entwhistle

 No apologies.

1. Minutes of last meeting approved and signed.
2. Update on Actions from previous meeting:

i. RD had been included in all correspondence

ii. T&Cs regarding the new proposed booking system – not much further but had looked and compared other village halls and their fees. LM stressed the need to think about what Wicken could offer – car parking may be a problem, moving of pews etc. website not too exciting. Hugh variety around the local communities – larger facilities, offers of outdoor space, youngsters and tots. Work continues with LM, MD and CE to try and come up with charges reflective of present energy costs and usage. RT to advise on usual charges at present with an annual review to be agreed.

iii. AR produced figures of daily use of the Community Centre and much discussion ensued regarding winter/summer use, changing supplier, charges to reflect need etc. Small committee to agree charges and set timetable for annual review.

iv. Solar panels update – grant application to Uttlesford had been completed and sent off – another grant from ACRE (RCCE) was on offer – JM to investigate

Parochial meeting with Arch Deacon and associates to be arranged a.s.a.p. to discuss planning and security

v. Trustee Structure and Lease update – meeting with RCCE arranged for 16th January with PJ, JB and possibly RD. Charge for the service will be £72

vi. WiFi update – GN stated that his original order was rejected as the Community Centre is a non-residential property – a new order would require payment for road digging, pole erection and extra equipment as it would be a business order. Other alternative was a 4G solution with WiFi router, also needing an aerial.

vii. Finance Update – meeting with RT,PJ and AR in January. RT had not yet approached donors to the church with a view to moving donations to the Community Centre.

viii. RN had made good progress with Zurich Insurance Company, who offered a specific Village Hall package which included contents, public liability, Trustee indemnity, cover for loss of money in transit for the total of £96 per annum. Other insurance would have to be sought regarding the solar panels when installed. Other types of insurance were Business Interruption but to obtail quotes for this would involve stating full-time equivalent values of volunteers, key safe provision etc. Risk management was also available through Zurich.

1. Further actions were then established to move the group forward.

i. Review of utility costs and wider financial impact

 **ACTION: PJ, AR,**

ii. Move ahead to switch Electricity supplier if warranted.

**ACTION: PJ,AR,RT**

iii. Handover discussion for Booking team

 **ACTION: MD,CE,RT**

iv. Planning consent meeting with Diocesan Committee

 **ACTION: JB,DR,RT and Ben**

v. RCCE (ACRE) grant investigation

**ACTION: JM**

 **vi.** RCCE meeting – raise questions regarding insurance requirements

 **ACTION: JB,PJ**

 vii. Insurance to cover solar panels when installed

 **ACTION: RN,JB**

viiI. Review existing Risk Assessments to see if update is required

 **ACTION: CE**

ix. Review opportunity for money back schemes (e.g.Amazon) that could be used for funding - **ALL**

 **Meeting closed 8:45pm - Next meeting: Tuesday 7th February 2023 - Church and Community Centre – 7.30pm**l