

No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 4 charity trustees, present in person. There are currently 4 serving Trustees

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| 1. | <p>Meeting validity confirmation Present: (PB) Patrick Buck - Chair, (AC) Andy Clegg - Treasurer, (WO) Bill Ottaway, (JS) Jean Shaw</p> <p>Apologies: None</p> <p>The meeting was quorate</p> | <i>Action</i> |
| 2. | <p>Declarations of interest - None</p> | |
| 3. | <p>Welcome PB welcomed everyone to the meeting.</p> | |
| 4. | <p>Approval of minutes from 6th April 2026 JS proposed and WO seconded.</p> | |
| 5. | <p>Matters arising from previous minutes – meeting 6th April 2026</p> <p>5.1 LW – Review of existing H&S paperwork - In Progress.</p> <p>5.2 AC – I will order a replacement fridge. - Done</p> <p>5.3 LW - COSHH training for staff – Not started</p> <p>5.4 JS - Emergency Hub – in progress</p> <p>5.5 LW - TRV's for meeting room and office – summer job</p> <p>5.6 WO – Relocate the hall notice board – better weather job</p> <p>5.7 PB – Pub chimney repair – just needs painting</p> <p>5.8 AC/JS – EDF solar feed in payments for the pub</p> <p>These appear to be returned as a credit on the payment account and not a refund.</p> <p>5.9 PB/AC – Create new job descriptions - Done</p> <p>5.10 LW – Produce tick sheets for caretaker tasks and checklists of tasks to be performed. – in progress</p> <p>LW has put the cleaning logs on all the toilet walls. The ladies toilet log went up on the wall on Thursday 23rd April and still hasn't been filled in @ 29/4/2026</p> <p>5.11 PB/AC/LW – Produce a list of jobs carried out by staff members - in progress</p> <p>5.12 AC - Overhead lines funding for public toilets refurbishment. Application in</p> <p>5.13 LW – Order woodchip for car park gardens. LW will order this when DH is ready to use it. He would like to wait until the daffodils have dies down</p> <p>5.14 WO – Relocate cigarette butt box and put up no smoking signs.</p> <p>5.15 AC – Ask Hyslops if they could fit suitable heating controllers. Waiting for electrician to check if proposed system will work.</p> <p>5.16 AC/PB – Lockable storage for the office.</p> <p>5.17 PB/AC – Arrange staff performance reviews</p> <p>5.18 LW – Contact Neil Agnew to investigate damp on end wall of hall - Done.</p> | <p><i>LW</i></p> <p><i>LW JS</i></p> <p><i>WO PB</i></p> <p><i>LW</i></p> <p><i>LW</i></p> <p><i>LW WO</i></p> <p><i>AC AC/PB AC/PB</i></p> |

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| | <p>5.19 PB - Transfer window cleaning to Andrea. Done</p> <p>5.20 LW – Arrange Kings Arms Development Trust meeting after pub running for a month.</p> | <i>LW</i> |
| 6. | <p>Treasurers Report</p> <p>AC handed out a financial statement to end April 2026.</p> <p>Funding is available to allow for a staff wage increase. Will present at staff review.</p> | <i>AC</i> |
| 7. | <p>HR Report</p> <p>AC – New contracts created to be confirmed at Staff performance reviews. Need to set a date for reviews. End May or early June.</p> | <i>AC/PB</i> |
| 8. | <p>Secretaries Report</p> <p>I am planning to create an Action Log to work alongside the agenda instead of keeping long running issues on the agenda. Is that OK? Is it time for a Newsletter? This was previously put off until the pub was open.</p> <p>5.10 I have put the cleaning logs on all the toilet walls. The ladies toilet log went up on the wall on Thursday 23rd April and still hasn't been filled in @ 29/4/2026</p> <p>5.13 LW – Order woodchip for car park gardens. I will order this when DH is ready to use it. He would like to wait until the daffodils have dies down.</p> <p>Heating 15/4/2026 I left the meeting room heating at 16°C when I went home so it wouldn't take much to boost it up to 18°C for the BCIC meeting at 7pm. The main hall heating was set to 10°C as there was nothing booked.</p> <p>16/4/2026 When Dean arrived in the morning the meeting room side was set to 21°C and the main hall 22°C (the main hall was not being used).</p> <p>28/4/2026 I arrived at work in the morning to find the hall heating had been on at 19°C all night. Pickleball was on last night so the temperature should have been set to 16°C and then turned down to 10°C overnight.</p> <p>A list is displayed in the kitchen of what the heating should be set to.</p> <p>Create Newsletter to update community</p> <p>Create an action log for long running issues so as not to keep listing them in the Matters Arising section.</p> | <p><i>LW</i></p> <p><i>LW</i></p> |
| 9. | <p>Health and Safety</p> <p>Walls in the toilets need re-painting with paint that can be wiped down (bathroom paint which we already have). Gemma said the walls cannot currently be wiped down as a chalky residue comes off the walls when wiped.</p> <p>The kitchen inspection has been re-arranged for Tuesday 5th May at 11am</p> | <i>Dean</i> |

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| 10. | <p>Facilities Neil Agnew has inspected roof. He will replace rotted sarking over kitchen. The damp in the hall is due to condensation. We need to find a ventilation solution. Amended funding application for public toilets renovation sent to SPEN fund managers.</p> <p>The bridge to the Playpark is in need of repair. Rather than just patching explore if we can access the SPEN fund and get it replaced.</p> <p>Hard standing in playpark needs re gravelling</p> | WO |
| 11. | <p>Pub Provisional Licence was granted 23/4/26. Will be made Full Licence once Building Standards issues a section 50 certificate. Completion certificate by building standards 30/4/26 but no section 50 sent to us as yet.</p> <p>Outbuilding Architect engaged.</p> <p>Garden Area Membrane put down and gravelled...</p> | PB |
| 12. | <p>AOB Confidentiality. A reminder that all matters in a meeting are confidential and that the minutes are the way to communicate any decisions.</p> <p>PB and AC met with SPEN fund managers to investigate which projects may be funded by them. Some questions still to be answered.</p> <p>Lending library to be installed by Dean</p> | |
| 13. | Send a letter of approval to BEG for the park to be used for fireworks display | LW |
| 14. | Table tennis provision – ask for further details | LW |
| 15. | Surplus trees from squirrel funding to be planted in the park | WO |
| | <p>Meeting closed at 20:55</p> <p>Next meeting: 1/6/26</p> | |