WMVH Trustees Actions for WMPC – 2nd February 2021

1. **Provision of hot water in toilets**

We have had hot water installed in the toilets, using a grant from East Suffolk Council. We are aware that under the terms of the lease, we should not make alterations without prior written approval. Pete Holden did inform Ivor French about this, in advance, but we have not had written approval.

1. We would be grateful if our action could be approved.
2. **Refurbishment**

We are aiming to produce a refurbishment plan aiming to ensure that the village hall provides a comfortable, safe facility for users for the next 30 years.

We also hope to enlist free technical expertise through Community Action Suffolk, and to ask for advice on the options available to us, together with the advantages and disadvantages of each.

1. It would be appreciated if the PC could endorse both these points.

We would like to put in place a procedure for getting agreement to various parts of the refurbishment, without putting unnecessary delays in the process (ie waiting 2 months for a PC meeting).

1. Would it be possible for the PC to delegate authority to a person or persons to give approval?
2. Alternatively, is the PC willing to agree in principle to a broad programme of refurbishment work?

We would like to be able to use as much of the space in the village hall as possible.

1. It would be very helpful if the PC could clear out as much of its filing as possible, from the back room office, so that the space can be effectively used.
2. **Financial procedures**

New Build would have been exempt from VAT. Extensions may also be exempt, but refurbishment work attracts VAT at 20%. We have made enquiries, and the CIO **cannot** claim back VAT. We are faced with the possibility of “losing” £20,000 of the £100,000 in hand for refurbishment.

1. Therefore to save money it would be sensible if the PC, as owner of the village hall, could agree to place orders for refurbishment (or allow the CIO to place orders on its behalf), so that the PC is invoiced, pays the invoice and claims back the VAT. The CIO would transfer the amount invoiced, less the VAT, to the PC.

This procedure would only apply to refurbishment work, not to normal village hall expenditure.

We understand that Pettistree PC and VH have been doing this for years.

1. **Lease**

We are still waiting for an update on the village hall lease – the last version we have being dated 13th October 2020.

1. Please could the PC chase the solicitors for some urgent action on this matter.
2. **Potholes and damage to car**

The PC and VH are not liable for damage or loss to users of the car park, and we are concerned that if we make a payment on this occasion, it sets a precedent.

We are also concerned that the PC is doing nothing to resolve the water drainage problem, and although a solution has been proposed, we are not aware that it has been costed.

Any filling in of the potholes will probably not be able to take place until the holes have dried out, which could be some months away.

Once the lease is signed, the VH will have no responsibility for the car park, which is another reason why we would like the lease to be sorted out as quickly as possible.

The Trustees would like to suggest the following:

1. The CIO and PC to each offer the lady £50 as a goodwill gesture, without prejudice, and with no admission of liability.
2. The PC to get a quote for filling the potholes, and to inform the CIO of the cost.
3. The PC to find a solution to resolve the ongoing flooding problem.