



Minutes of Village Hall Committee Meeting

Wednesday 9th January at 7.30pm, in the Bellême Room

Present: Bernard Novell, Chairman (BLN), Mike Baker (MB), Bill Jackson (BJ), Phil Robson (PR), Mrs Yvonne Braby (YB), Mrs Linda Palmer (LP), Stephen Smith observing

Apologies: John Barrett (JB), Bryan Urbick (BU), Ms Jeanette Rosato (JR), Roger Wood (RW), Mrs Sally Wicks (SW).

Mentioned in the minutes: Paul Carter (PC) and Bill Norman (BNo)

		Actions by
Minutes of the meeting held on November 7th 2018	These were agreed and passed for publication on the website	BLN
Introduction	The chairman welcomed Stephen Smith to the meeting as an observer as he has expressed interest in becoming a Trustee and Treasurer.	
Matters Arising	Some matters arising are covered as agenda items.	
	BLN had thought the radiators had been serviced but the noise from one during the meeting confirmed that this action is outstanding.	BLN
	PAT testing needs redoing.	BLN
	RW successfully repaired the roman blind.	
	Dan Kelly (carpets) has asked to use the Hall again. The Trustees had previously agreed his bookings would not be accepted but as this was not conveyed to Mr Kelly the Chairman will explain that he must abide by strict conditions.	BLN
	PC contract still needs to be drafted but we are confident that he is not an employee.	LP/MB

Chairman's Report	<p>BNo has already invoiced users for £8,000 since 31st December. The number of bookings continues to increase possibly as a result of the continuous maintenance and improvement of the facilities.</p> <p>All other issues are covered as agenda items</p>	
Treasurer's Report	<p>A full report had been circulated prior to the meeting.</p> <p>Headline points are that booking income is £48k+ and bookings are up by £9k on last year.</p> <p>The comparison of income/expenditure between 2017 and 2018 shows a decrease in insurance costs, also general maintenance, but an increase in caretaker/cleaning costs and administration reflecting the greater usage. Fuel costs have increased by around 30% which may also be due to higher use but does not reflect the many energy saving measures. Year on year figures will be analysed.</p> <p>To date there is £21,139 ring fenced towards the stage project costs.</p>	
Banking update	<p>BNo is now making payments into the new Lloyds account.</p> <p>The bulk of the remaining funds with TSB need to be transferred</p>	
Stage Refurbishment project	<p>MB reported that a decision had been made to use existing funds to get work packages A-D (stage carpentry etc.) completed between Feb and June. Unfortunately the contractor originally favoured is now longer able to undertake the work. A response is awaited from Cresswells who may be able to undertake A-C without too much delay or extra cost. They have been asked to review the quote for package D as this was considerably higher than others.</p> <p>Revised specifications have been given to Torpedo Factory Services and Colin Sylvester for the sound and lighting.</p> <p>YB reported on progress with grants: £8,000 has been offered by The Gatehampton Trust and £2,700 from SODC. The GGN have offered £3,000 specifically towards the sound system improvements. Decisions are awaited from 2 other organisations.</p> <p>The main users of the Hall will also be approached for donations</p>	BLN/YB
Fundraising and Events	<p>a) Festive Food Fair : SW had circulated a brief report on this event which was generally considered to be one of the best. We had not expected the village shops to have their open day at the same time but with the bad weather this actually led to higher numbers visiting the Food Fair, especially after 3pm. Need to liaise with Jeanne from Inspirations re plans for 2019</p> <p>b) Murder Mystery 26th Jan: SW is organising the bar with help from MB, YB, BLN. MB offered to order and collect the glasses. Help may also be required in the kitchen and with setting/clearing up.</p>	<p>SW/LP</p> <p>LP to contact BU and SW</p>

Fundraising	c) Goring Gap in Bloom plant sale April 27 th . LP will organise refreshments nearer the time	LP
Social media	No update available	JB
Risk assessment	PR has met with Rebecca Russell and awaits a date from her before the end of the month.	PR
MRI business	a) Water heating update: Harry Dennison plans to fit this work in around GVH bookings b) Inventories of Kitchen and Garden Room equipment .LP will organise these before the next meeting	BLN LP
Free use of equipment inventory and terms of use	This refers to items stored in the hall and available to all users Action carried forward	BLN/SW
AGM Feb 13th planning	It is understood that SW is organising drinks and nibbles for this. BLN will discuss timing and set up with SW	SW/BLN
Updating constitution	Action carried forward.	BU/BLN
Privacy policy	Steve Smith offered to produce a copy of the Privacy Policy from another organisation. PR to coordinate a meeting to look at these	PR
Hall Usage Guidelines	To be worked up by BLN	BLN
Demonstration of sound equipment	As it may be some time before the system is updated it was agreed that PR would offer a date to those Trustees who wish to have a demonstration of the sound equipment.	PR
Turret clock survey	To be carried out in the warmer weather	BU/BLN
Progression Planning	As agreed previously MB and RW will share the role of Vice Chair for the coming year. Mark Kibble had expressed interest in joining the Committee but it was felt his skills are already well represented. BLN will inform Mark. Anne Hardwick: SW has had an initial discussion and LP will be meeting her on Monday. Steve Smith took this opportunity to outline his relevant employment experience. It was agreed that his skills and knowledge of Charities and finance especially would be useful to this Committee.	BU/BLN

AOB	<p>Steve Smith has offered to review the accounts prior to submission to the Charity Commission.</p> <p>In view of the problems when GGP used the Hall last year we need to check their plans and needs for the March production</p> <p>The Hallmaster licence is due for renewal.</p> <p>PR advised that the Business Network organisation is now dormant until someone is willing to stand for office. Volunteers will continue to put up the Xmas Tree. There was a discussion about the timing of the lights on the tree and in the Gardens as they seemed to be on for a long time (GVH electricity supply)</p> <p>Invoices are needed for the GGP and Inspirations.</p> <p>There was a discussion about insurance of the building as this belongs to the Parish Council. Are both organisations insuring the fabric? BLN will discuss with the Clerk</p> <p>Trustees of Hollyborne Village Hall will be visiting on Friday 15th Feb between 6-7 pm. Trustees are invited to join BLN in welcoming them.</p>	<p>SS/JR</p> <p>LP</p> <p>BNo</p> <p>BLN/BNo</p> <p>BLN</p> <p>BLN</p>
Date of next meeting	<p>AGM: 13th February 18:45 for 19:30 in Bellême Room</p> <p>Committee: March 13th 2019 - 7.30pm in the Bellême Room</p>	