

SHIPTON GORGE VILLAGE HALL TRUST

Charity No. 291996

Minutes of the Management Committee Meeting

held on 18th January 2024

Charity No. 291996

Present: Richard Hewlett (RH) - Chairman, Tony Mallett (TM), Graham Garner (GG), Diane James (DJ)

1. Apologies for absence

Julie Bartrum-Lang (JB-L), Kate Chomacki (KC), Yvette Smith (YS), James Webster (JW), Sally Parker (SP)

2. Items for AOB

- Trustees' intentions at the AGM
- Auditor

3. Approval of minutes of meeting held on 30th November 2023

The minutes were approved unanimously and signed by the Chairman.

4. Matters arising from the minutes

- Working party for outside maintenance
 - > RH to provide a date
- Fire extinguisher inspection/certification
 - > GG to ensure a certificate is received

5. Chairman's report

Planning for GG's imminent absence

- Home ansafone message will direct callers to RH
- TT Club, dog training, circle dancers and yoga notified

Monthly hall inspection

- Gutter leaking badly on south side of hall above kitchen window
 - > RH/GG to inspect on 23/1

Electrical Installation Certificate

- Incorrectly completed in August 2023 and cannot be amended. Certificate doesn't state when the next inspection should take place (Aug 2028). Our Insurance company required the info so Sorrell & Son provided an explanatory letter. Unfortunately, neither RH or TM noticed that the date quoted in the letter for the next inspection was given as Aug 2024. The letter was sent to our insurers who responded saying they've noted when the next inspection is due.

It was decided not to contest the situation any further. Sorrell & Son have been made aware of their further error and we will negotiate what we will pay when the next inspection takes place later this year.

Energy Contract

- Expires end of March. New contract to be negotiated. Agreement required to delegate this.
 - > Agreed to delegate this to RH

Insurance

- Our policy with Allied Westminster has been renewed for a further year. We need to clarify what, if any cover is provided to hirers of the hall. Zurich spelled this out quite clearly in their quotation so it is possible that AW also provide cover. If so, hirers need to know the terms.
 - > JB-L offered to look into this

Proposed use of hall for regular coffee morning/day centre

- GG (the VS) and RH approached by the PC to see if both organisations would be willing to assist in the running of such an event. The PC will seed-fund with £100. The VS has agreed; our view is sought.
 - > Agreed to support. RH to inform the PC

Hall cleaning programme

- Various incidents and issues have occurred during the last month which have exposed weaknesses in the way in which the hall is being managed on a day-to-day basis. A proposed programme of cleaning and inspection to rectify the concerns will be presented to the meeting for discussion.
 - > Programme approved (copy attached). RH to liaise with SP

Expenses

- Expenses of £22.42 (TEN and photocopying) submitted and approved for payment.

6. Treasurer's report

TM provided a financial overview of 2023 showing an unaudited surplus of £1620:

SHIPTON GORGE VILLAGE HALL TRUST 1 January – 31 December 2023

- excludes 100 Club where the prize year runs 1 October 2023 – 30 September 2024

Income

Hiring	6,610	
Artsreach + bar	1,130	
Rental + donations	<u>250</u>	
		£7,990

Outgoings

Cleaning and maintenance	2,610	
Energy	1,510	
Rent, insurance, perf rights	840	
Artsreach + bar	730	
Other hall expenses	450	
Water	<u>230</u>	
		£6,370

Surplus for period = £1,620

Nat West balances at 31-12-23:

Current account: £2,390

Reserve account: £33,030

TM offered to present the financial report for 2023 at the AGM.

7. Bookings report

Nothing to report.

8. 100 Club

The draws for February and March will take place after the meeting.

9. Artsreach

RH reported that Mark Sexton is willing to take on the role of Promoter. He will be working on our behalf.

Arrangements were finalised for the next performance on 1st Feb

➤ RH to provide KC with Mark's contact details and confirmation of the arrangements

10. Hall improvement project

RH reported that following the display of the design drawing on 7th January eight responses had been received from villagers and a further five from regular hall user groups. All were positively supportive of the project and many gave further information as to why.

➤ It was agreed that RH would write to CG Fry & Son to:

- Query the design of the pitched roof and to understand if it can be repositioned so that it removes the need for the small section of flat roof;
- Request that a planning application is submitted to Dorset Council on our behalf;
- Set out our possible timetable and to ask how that might fit in with their workload.

Suggestions were made for suitable contractors who could be approached to quote:

O'Briens, Darren Poole, Steve Boxall. Others were mentioned but it was agreed that no action needed to be taken until planning permission was underway.

11. Any other business

- Trustees' intentions at the AGM

RH, GG, JB-L and KC all indicated that they would stand for re-election. TM would not be standing. He had completed ten years as a trustee and felt it was time to move on. All trustees present expressed their dismay. RH thanked him for his service as a trustee and wondered how we would fill the void that he would leave.

-Auditor

A new auditor will be required in 2025 and suggestions were sought.

➤ RH will approach Martine or Paul Thimont

12. Date of next meeting

AGM – 28th March (7.30pm) to be followed by a committee meeting

13. Date of future meeting

To be arranged at the next meeting