

SHIPTON GORGE VILLAGE HALL TRUST

Charity No. 291996

Minutes of the Management Committee Meeting

held on 18th July 2024

Charity No. 291996

Present: Richard Hewlett (RH) - Chairman, Graham Garner (GG), Diane James (DJ), Sally Parker (SP), Julie Bartum Lang (JBL), Yvette Smith (YS)

1. Apologies for absence

Kate Chomacki (KC), James Webster (JW)

2. Items for AOB

- None

3. Approval of minutes of meeting held on 22nd May 2024

The minutes were approved unanimously and signed by the Chairman.

4. Matters arising from the minutes

- YS signed the Declaration of Acceptance of Office
- JBL had provided information from our insurer re: cover for hirers
RH to write to regular hirers; RH/GG to add detail to Conditions of Hire doc
- RH had modified the trolleys to stop the long tables from falling forward
- RH had spoken to Paul Thimont regarding representation on the PCC. A misunderstanding means this isn't necessary
- **RH to work with JBL and Lucy Beasley on a National Lottery grant application. ACRE also to be considered**
- The electrical installation inspection is due
RH to arrange with Craig Sorrell and negotiate a suitable fee
- A replacement First Aid Kit has been purchased
- The fire safety risk assessment and policy has been updated and was adopted at the meeting
RH/GG to update the Conditions of Hire doc and issue for signing
RH to add annual review to monthly inspections list

5. Chairman's report (attached)

- Expenses were approved for payment
- It was agreed to cease producing an Annual Report
- It was agreed that RH would carry out the annual PAT inspections
- It was suggested that the church may be able to make use of the trestle table
RH to ask

6. Treasurer's report (attached)

- It's yet to be confirmed but, if Paul Thimont becomes a Trustee he won't be able to audit our accounts. Suggestions were made as to who else may be willing to carry out this task.

RH to make approaches

- DCA membership
JBL to query with Tony Mallett
- **JBL to invoice village organisations for filing cabinet space in the office**
- Nat West are changing their paying-in procedure which may have implications for us

7. Bookings report

Lyme Regis TT Club wish to use the hall as their home venue. Details are still being discussed

8. 100 Club

Tickets will be distributed for selling. The option to pay by bank transfer will be offered. KC had drawn up and circulated slips with the necessary information

RH to print tickets

9. **Artsreach**
Nothing to report
10. **Village Fete**
Arrangements in hand for the Pimms' Stall
GG to provide 20 x 50p coins
11. **Future Events**
A film night was proposed by DJ.
RH to find out what would be involved. Discuss with Litton and/or Burton (licence, projector, device, DVD)
12. **Hall improvement project**
RH reported that following the ecologist's confirmation that bats were not seen to be emerging from the roof Space, further surveys would not be required. Their written report is to follow. As such Frys have pushed DC to accept that the planning application should be proceeded with. DC concurred and the application is now 'live'. A planning application notice has been put up on the post box at the start of Church Path and the details on the noticeboard in the hall have been updated.
JBL attended the PC meeting when the application was discussed. The PC supported the application. It was agreed that we should approach the following contractors for estimates/quotes: Darren Poole, Turner Build, O'Briens and CG Fry & Son
RH to make contact with all
It was discussed how it may be possible to keep the hall partially open during the build.
13. **Any other business**
None
14. **Updates to website**
KC to ask Tony Mallett to post the minutes of 22nd May 2024
15. **Date of next meeting**
19th September 2024 at 7pm
16. **Date of future meeting**
28th November 2024 at 7pm

Chairman's Report for meeting on 18th July 2024

Village email group

On 5th June Chris G-H emailed me stating that he was re-starting the village email group and that it would not be available for posting by the VHT.

Chairman's expenses

Expenses incurred:

First Aid Kit	£27.94
TEN for village fete	£21.00
10 bottles of ale/cider for sale at village fete	£12.50
10 bottles of ale	“ “ “ <u>£10.00</u>
	£71.44

Charity Commission - Annual Return

Our return is due by 31st October 2024. I have tried to login to the website but a new system is in place and the Administrator has to authorize my new login. I'm trying to ascertain whether Tm is still the Administrator.

In previous years TM has prepared an Annual Report which is kept on file and not sent to anyone. The CC request such a report if income exceeds £25,000 pa. Ours doesn't and I propose that we cease producing the report.

Parish Council and Parochial Church Council representatives on SGVHT

It is my understanding that Paul Thimont will become the representative of both organisations. I am waiting for confirmation of this.

If so, Paul will be unable to fulfil the role of Auditor of our accounts and we will need to find someone else willing to undertake the task.

Annual PAT Inspections

I am now undertaking regular PAT inspections for a voluntary organisation in Bridport. I have successfully undertaken an online training course and now have access to the organisation's testing equipment. If Trustees wish me to carry out, label and document the testing of our portable appliances I'd be willing to do so free of charge. However, I'd need to check with the organisation that they're happy for me to use their equipment and what they would charge as a hire fee. (I doubt it would be more than £30-£40 and would be useful income for them as the equipment cost them nearly £300. We last paid Sorrell & Son £173.80 for the 2023 PAT and Emergency Lighting Inspections.

Trestle table

Chris and I would be happy to donate to the hall a 6' x 2' x 1" trestle table top (very solidly built). However, we don't have any trestle legs to go with it. They're available online for around £35-£40 per pair.

Smart meter

British Gas wish to fit a Smart Meter to the gas supply. The work will take place on 5th August. No mention was made of fitting a Smart Meter to the electricity supply. This will be discussed with the engineer on site.

SGVH Accounts Summary 16/07/2024

Income	Total	FY23	Variance
Artsreach	300.00	400.00	-100.00
Donation	57.00	50.00	7.00
Event Bar	163.50	147.80	15.70
Storage Fees		332.00	-332.00 Not yet inv'd
Hall Fees	3,505.00	3,442.00	63.00
Total	4,025.50	4,371.80	-346.30

Expenditure	Total	FY23	Variance
100 Club	370.00	370.00	0.00
Artsreach	174.60	260.00	-85.40
Cleaning	620.97	690.08	-69.11
Electricity	244.05	269.18	-25.13
Event Bar	50.50	127.83	-77.33
Gas	659.38	690.63	-31.25
Maintenance	374.60	1,018.95	-644.35
Office supplies	2.92	17.94	-15.02
Website	159.45	129.45	30.00
Other	130.00	110.00	20.00
Water	74.14	227.59	-153.45 Moved to DDR
Rent	5.00	5.00	0.00
Total	2,865.61	3,916.65	-1,051.04

Surplus to date 1,159.89 455.15 704.74

Current Account O/B 2,390.94
 Transfer to Reserve -1,500.00
 Float -400.00
Current Balance 1,650.83 0

Reserve O/B 33,031.77
 Transfer from Current 1,500.00
 Interest to 28/06 247.72
Reserve Balance 34,779.49

COIF O/B 2,603.39
 Interest to 31/05 67.40
COIF Balance 2,670.79

Cash Float 400.00

Funds Available 39,433.71