

Shipton Gorge Village Hall Trust

Charity no. 291996

Minutes of the Management Committee meeting

held on 19th September 2024

Present: Julie Bartrum-Lang (JBL), Kate Chomacki (KC), Richard Hewlett (RH), Sally Parker (SP), Yvette Smith (YS)

1 Apologies for absence

Graham Garner (GG), Diane James (DJ), Paul Thimont (PT)

2 Items for AOB

Charity Commission return

3 Approval of Minutes of last meeting held on 18th July 2024

Minutes approved and signed (see item 13)

4 Matters arising from the Minutes of the last meeting

– Details of insurance and fire safety updated in Conditions of Hire document

> GG/RH to write to regular hirers to update them

– National Lottery grant application: now submitted, thanks to JBL and Lucy Beasley; JBL will complete a survey which she has received as a result of the application

– Electrical inspection: now completed by Chris Stubbs and sent to insurers for our 5-year cover (one advisory only)

> RH to arrange for the advisory to be dealt with no later than end November in order to tie in with renewal of hall insurance (see item 6 below)

– Trestle table top: the church were not interested

– Auditor: a new auditor is needed for the VH accounts

> RH to approach Anne Crowe

– Dorset Community Action: JBL will be contacting them for payment details

– Filing cabinet space in the office: JBL has invoiced relevant village organizations apart from NISL

> JBL to contact Ashley Harrow re NISL invoice

– 100 Club tickets: out for distribution

– Film night: RH has discovered that two licences would be required (one from the film distributor and one from the Council); the Committee need to consider a range of issue around how 'film night' would be run

> RH to ask other villages who run similar events

– Minutes to village website

> KC to check with Tony Mallett whether minutes of meeting 22nd May 2024 and associated document have been posted

5 Chair's report

– Parish Council and PCC rep: Paul Thimont will take on these roles and come to VH Committee Meetings when he can

– Smart meter: British Gas fitted a digital / SIM device to our gas meter; there has been no further action regarding a smart meter for our electricity supply

> RH to double-check new readings against gas bills

- Chairs of the village groups: RH attended a meeting where various issues were discussed, including the use of the village diary, communicating with villagers via email, how to encourage more people to volunteer for formal and informal roles within the groups, and the updating of the ‘new resident information pack’
- Contactless payment device: this would be a useful thing to have available and potentially could be used by more than one village group; devices can be purchased for around £45.00 and work using an EE mobile signal; there is a transaction fee of 1.69%; if it proved successful, individual groups might want to have their own
- > RH to purchase a Sum-Up device and check out how it can be used before charging it formally to the Hall
- The new building plans have revealed that there is an underground electrical cable under the paddock which could be an issue for people erecting marquees
- > RH to make the Village Society aware
- The monthly inspection revealed that one exterior emergency light is not working (south-west corner of building)
- > RH to ask Chris Stubbs to check and repair
- Additional cleaning help for Sally has been arranged; Steve Forrest will do a once a month extra clean (1–2 hours tbc), usually on a Thursday morning when SP is there; other outside maintenance tasks could be devolved to Steve in due course if he is willing
- > RH to ask Steve Forrest to invoice JBL

6 Treasurer’s Report

- JBL reported that the Hall’s reserves stand at just over £35,000 and the current account at £1,152.23
- The bookings income is healthy and there have been no major extra expenses
- The Hall insurance cover is due 23rd December 2024, no renewal documents yet received
- > JBL to send Treasurer’s report to KC to be circulated with the minutes

7 Bookings report

Bookings are very healthy and the Hall is being regularly used; the only free evening is Friday. The Circle dancers have recently asked for fixed regular dates.

8 100 Club

All tickets and money due back to GG by 30th September

9 Artsreach

We have a music event booked for Thursday 5th December (‘Lev’s Violin’). Copy has gone into the October BVN issue and RH will include the same in the November issue. Other publicity with Mark. Help was offered by the Committee with poster and on the night, Mark to confirm what he needs. JBL to remind Mark to chase the Artsreach office for the flyers for the Shipton Gorge BVN inserts well in time for the deadline.

> RH to apply for TEN

10 Fund-raising

- A film night has been proposed and needs further investigation (see above)
- There will be future ‘Drop-in cafes’ in the Hall, starting up again in November and December; the PC has offered £50 towards the cost of hall hire; an anonymous donation of £100 has been made in addition, to help cover the Hall hire for any cafes and this will be ring-fenced by JBL to be used as needed (and held as ‘deferred income’ in the accounts)

- JBL recommended that the Village Society should apply for a small national Lottery Grant to fund the cafes in future
> JBL to suggest to GG

11 Hall improvement plans

- Planning permission has been granted with no unusual conditions (work needs to start within three years)
- The second bat survey was carried out, but no report has been sent to Fry's; despite this, Dorset Council granted the planning permission, which is not conditional upon receiving this second report; we do not expect to be charged for this outstanding survey if the report is not received in the future
- The printed National Lottery grant application is available from RH for reference; the amount is for £20K and an answer is due by 18th November (12 weeks from date of application); the funds would need to be used within two years if awarded
- Builders' quotes:
 - Fry's – quote requested
 - O'Briens – RH meeting w/c 23.09
 - Darren Poole – RH contacted but no reply, it was agreed not to pursue this
 - Turner Build – RH will arrange to meet w/c 23.09
 - Neil Crabbe Construction – RH will approach
- Further detailed decisions will need to be made in due course, e.g. heating systems, timescales, etc.
- We hope to be able to continue to offer access to some hirers if feasible during the construction period, but this would need to be confirmed with the builders

12 AOB

The annual return to the Charity Commission is due on 31st October; RH has had issues with the new log-in system
> RH/JBL to deal with this

13 Updates to website

Minutes of the meeting 18th July 2024 + associated documents to be posted on village website
> KC to supply documents to Tony Mallett; KC to ask Tony to remove James Webster as a named Trustee

14 Date of next meeting

Thursday 28th November, 7.00 p.m.

15 Date of future meetings

Thursday 23rd January 2025, 7.00 p.m.

Thursday 27th March 2025 (AGM & Committee Meeting), 7.00 p.m.

SGVH Accounts Summary 19/09/2024

Income	Total
100 Club	40.00
Advance	100.00
Artsreach	300.00
Donation	57.00
Event Bar	163.50
Fund-raising	233.00
Storage	50.00
Hall Fees	4,950.00
Total	5,893.50

FY23 Variance	
9.00	31.00
0.00	100.00
400.00	-100.00
50.00	7.00
0.00	163.50
147.80	85.20
150.00	-100.00
4,495.00	455.00
5,251.80	641.70

Awaiting payment

Expenditure	Total
100 Club	450.00
Artsreach	174.60
Cleaning	821.93
Electricity	323.85
Fund-raising	94.00
Gas	736.32
Maintenance	810.54
Office supplies	2.92
Website	159.45
Other	130.00
Water	123.60
Rent	5.00
Total	3,832.21

450.00	0.00
302.00	-127.40
1,009.59	-187.66
318.20	5.65
122.83	-28.83
716.35	19.97
951.83	-141.29
17.95	-15.03
129.45	30.00
347.41	-217.41
227.59	-103.99
5.00	0.00
4,598.20	-765.99

Fire; EIC & Pat tests
PRS timing diff & tree
Moved to DDR

Surplus to date 2,061.29

653.60 1,407.69

Current Account O/B 2,390.94

Transfer to Reserve -2,500.00

Float -400.00

Current Balance 1,552.23

Reserve O/B 33,031.77

Transfer from Current 2,500.00

Interest to 30/08 335.17

Reserve Balance 35,866.94

COIF O/B 2,603.39

Interest to 31/05 67.40

COIF Balance 2,670.79

Cash Float 400.00

Funds Available 40,422.56