

# **Shipton Gorge Village Hall Trust**

*Charity no. 291996*

## **Minutes of the Management Committee meeting**

held on 22<sup>nd</sup> May 2024

Present: Julie Bartrum-Lang (JBL), Kate Chomacki (KC), Richard Hewlett (RH), Graham Garner (GG), Diane James (DJ), Sally Parker (SP), James Webster (JW)

### **1 Apologies for absence**

Yvette Smith

### **2 Items for AOB**

Kate proposed an item (see 16 below).

### **3 Approval of Minutes of last meeting held on 28<sup>th</sup> March 2024**

Minutes approved and signed.

### **4 Approval of Minutes of AGM held on 28<sup>th</sup> March 2024**

Minutes approved and signed.

### **5 Appointment of Elected member or Co-opted Trustee**

DJ proposed as elected Trustee (RH) and seconded (JBL) and welcomed unanimously.

### **6 Signing of Declaration of Acceptance of Office**

Signed by DJ and JW; YS still to sign.

### **7 Matters arising from the Minutes of the last meeting**

- We still don't have information from our insurance company to include in conditions of hire documentation for non-profit hirers of the Hall.
- > JBL to chase
- KC asked her contact re extra cleaning hours, but she has no space at present.
- The bat survey reports will shortly go to the Council for signing off, at which point our planning application will become live and go to the Parish Council for evaluation.
- Bob Whitley has been informed that we have decided not to host Wolf at the Door at the Village Hall, as we felt it would potentially be a hard sell.
- RH and GG have cut ivy from the front wall. Work on the shed to prevent rodent access still to do.
- RH has purchased and sent a voucher and thank-you letter to Robert Pettit for auditing the accounts.
- RH replied to Chris Griffiths-Hardman regarding his request for free use of the Village Hall.

### **8 Chair's report**

Report circulated in advance (see Attachment 1).

- It was agreed that approved Minutes plus associated attachments from the previous Committee meeting will be sent to Tony Mallett to post on the village

- website. Tony will also be alerted to any website updates required as part of this process.
- > KC to organize after each meeting as part of circulating final Minutes
  - > RH to add 'Updates to website' as a regular agenda item from now on
  - SP has managed to get the contact at the Council to respond regarding RH's email request for information on disposal of commercial waste. The quote is £7.27 per month for a large wheelie bin. Sally would need to put it out on a Thursday. Decision to be made at a future date. The current black bag arrangement is working at the moment.
  - It is possible that the table tennis group are not locking the double fire doors correctly after using the Hall.
  - > GG to speak to the main contact
  - RH passed expenses to JBL for reimbursement.
  - JW suggested adapting the long table trolleys to make the tables lean at an angle, in order to minimize the risk of them falling forward.
  - > RH to look into how / when to do this
  - We'd like to know what being an informal VHC representative on the PCC might involve.
  - > RH to speak to Paul Thimont
  - We intend to apply for a National Lottery grant of up to £20K as part of the funding for our new building works.
  - > RH to work with JBL and Lucy Dunstan Beasley to complete the application
  - The 5-year electricity inspection done by Sorrell last year had the wrong date (we paid for a 5-year certificate, but need the inspection doing again this year to satisfy insurance requirements).
  - > RH to book in the work and negotiate an appropriate fee for the work with Craig Sorrell
  - New first aid kit identified; hopefully this can be updated with a refill pack rather than be replaced entirely when it goes out of date.
  - > RH to purchase
  - It was agreed to add a line to the Conditions of Hire document directing hirers to the regularly updated fire safety information displayed in the Hall. All hirers need to read and sign a copy of the Conditions of Hire document for insurance purposes.
  - > GG to add the line, and check that all hirers are contacted with the updated document and asked to sign and return
  - The new fire safety guidelines need revising and collating into the existing folder.
  - > RH to do for next meeting

## 9 Treasurer's Report

- JBL provided a review of the Hall accounts to date (Attachment 2 to follow). Total funds available exceed £39,000.
- > JBL to send Treasurer's report to KC as a pdf
- It was noted that very few specific fund-raising events have been held by the VHC over the past year, although other village groups have held events and plan more for the autumn. We want to ensure that villagers are brought into the Hall regularly for events to promote it as a local asset, especially in the light of planned investment in improvements.

> Committee members to bring ideas for fund-raising events to next meeting

**10 Bar supplies stock take**

No stock take needed.

**11 Bookings report**

The table tennis group has requested an extra night (day tbc). Users at present are: table tennis, circle dancers, dog-training, yoga + one-off hirers.

**12 100 Club**

The June draw is due. Prizes v. income = approximately 50:50.

It was agreed that we would provide the option of paying direct into the Hall account (Shipton Gorge Village Hall Trust / Nat West 60 03 29 / 58663177 + surname as reference) if people don't have cash (although we anticipate that the majority of people will still be happy to pay in cash). This can be offered if requested

> KC to circulate a slip with a form of words and the Hall account details for Committee members to print off for when they start to sell next year's tickets (see Attachment 3)

**13 Artsreach**

The menu of shows is now available. Mark will make a selection of options for shows and provide to Committee before next meeting. Mark will also need to check dates with GG (as per the Artsreach information folder).

> JBL to confirm with Mark

**14 Village fete 27<sup>th</sup> July**

We will be running a Pimms stall. RH, KC, DJ, TH available to staff on the day. We will have a gazebo outside, and have requested from GG a couple of tables and chairs in front of the stall for people to sit down. The Pimms sub-committee (RH, KC, DJ) to agree the details – potentially:

tablecloths, flowers in jam jars, stall banner

Pimms (some in stock from last year), lemonade

fruit, mint, borage

snack bowls?

> KC to coordinate with sub-committee

**15 Hall improvement plans**

See 8. The bat survey people attended on the evening of 22<sup>nd</sup> May as planned.

**16 AOB**

KC proposed a change of regular meeting time. It was agreed that meetings would begin at 7pm from now on, with some flexibility if JBL cannot make that time occasionally.

**17 Dates of next two meetings**

Thursday 18<sup>th</sup> July, 7.00 p.m.

Thursday 19<sup>th</sup> September, 7.00 p.m.

## Attachment 1

### **Chair's Report for meeting on 22<sup>nd</sup> May 2024**

#### **Updating village hall section of website**

We need to put in place a procedure in order to update the hall's page on the village website. Routine updates will consist of minutes of committee meetings (once approved) and the AGM (pre or post approval?). Non-routine updates are: change of Trustees, hire charges, other documents and general info.

#### **Commercial waste**

Sally has an update on the waste collection arrangements.

#### **Emergency exterior light by front door**

The light was found to have failed when tested during the monthly inspection. Sorrell and Son visited twice (the second visit was necessary because they couldn't gain access to the hall) only to find that the isolator switch had been turned off. They have now been issued with a key.

#### **Emergency exit double doors**

On more than one occasion Jane Mallett has reported that she has found the double doors closed but unlocked. GG/RH are investigating

#### **Chairman's expenses**

Expenses incurred:

Waitrose voucher	£80.00 (I wrote to Robert Pettit thanking him carrying out the audit of our accounts)
Kitchen scissors	£ 3.98
Key and fob	<u>£ 6.20</u>
	£90.18

#### **Storage of long tables**

Following a recent accident we need to consider how best to store the long tables in the storeroom and, if the trolley is to be used, how to stop them from falling forwards.

#### **PCC AGM**

During the AGM a reference was made of the requirement to provide a representative to sit on our board of Trustees. The PCC wondered whether (in return) we would consider providing a representative to sit on the PCC.

#### **Hall improvement works**

- The Bat Preliminary Roost Assessment report identified a few areas where bats (and other species) could access the hall's roof space. It might be prudent to include stopping-up these areas when the building works are under way.
- In April I wrote to the owner/occupier of The Old School House to inform them that a Planning Application was being submitted, enclosing a copy of the design.
- I have registered SGVHT with The National Lottery Community Fund and have a printed copy of the application form (the application has to be completed online) and guidance notes. We need decide who will complete and submit the application.

**Electrical Installation Inspection**

Our Insurers require us to carry out an inspection of the electrical installation. This must be completed before the 18<sup>th</sup> August 2024 so needs to be booked-in shortly.

**First Aid Kit**

The expiry date of the kit is July 2024 so a replacement needs to be ordered. CPC sell a similar replacement for £19.96 + £3.32 handling charge. Model: K50AECON; Order code: HE33835

**Fire Safety – A new Guide**

ACRE and DCA have informed village halls that new guidance has been issued which must be complied with. I've downloaded the information and will run through it at our meeting. To summarise: the risk assessment has been made simpler (which I suggest we adopt) and there's a new factor to consider to ensure people can safely evacuate (we comply). We currently meet all the other requirements.

## Attachment 2

### SGVH Accounts Summary 21/05/2024

Income	Total	FY23 Variance	
Artsreach	300.00	400.00	-100.00
Donation	32.00	25.00	7.00
Event Bar	163.50	147.80	15.70
Hall Fees	2,436.00	2,319.00	117.00
<b>Total</b>	<b>2,931.50</b>	<b>2,891.80</b>	<b>39.70</b>

  

Expenditure	Total		
100 Club	160.00	160.00	0.00
Artsreach	174.60	260.00	-85.40
Cleaning	402.01	480.48	-78.47
Electricity	182.54	176.95	5.59
Event Bar	50.50	117.83	-67.33
Gas	567.00	619.18	-52.18
Maintenance	345.22	818.95	-473.73
Office supplies	2.92	10.29	-7.37
Website	159.45	129.45	30.00
Other	50.00	80.00	-30.00
Water	24.68	227.59	-202.91
<b>Total</b>	<b>2,118.92</b>	<b>3,080.72</b>	<b>-961.80</b>

Fire, Sorrell

Moved to DDR

  

Surplus to date	812.58	-188.92	1,001.50
Current Account O/B	2,390.94		
Transfer to Reserve	-1,500.00		
Float	-400.00		
<b>Current Balance</b>	<b>1,303.52</b>	0	
Reserve O/B	33,031.77		
Transfer from Current	1,500.00		
Interest to 30/04	166.35		
<b>Reserve Balance</b>	<b>34,698.12</b>		
COIF O/B	2,603.39		
Interest to 29/02	33.47		
<b>COIF Balance</b>	<b>2,636.86</b>		
<b>Cash Float</b>	<b>400.00</b>		
<b>Funds Available</b>	<b>39,005.03</b>		

Attachment 3

**Shipton Gorge Village Hall 100 Club**

**Payment via online banking**

Amount: £10.00  
Bank: Nat West  
Account holder: Shipton Gorge Village Hall Trust  
Sort code: 60 03 29  
Account number: 58663177  
Reference: 100Club [+ your surname]

IMPORTANT Please make your payment by **20<sup>th</sup> September** at the latest. Make sure you include your surname in the reference. As soon as your payment is received, your new 100 Club ticket will be delivered.

.....

**Shipton Gorge Village Hall 100 Club**

**Payment via online banking**

Amount: £10.00  
Bank: Nat West  
Account holder: Shipton Gorge Village Hall Trust  
Sort code: 60 03 29  
Account number: 58663177  
Reference: 100Club [+ your surname]

IMPORTANT Please make your payment by **20<sup>th</sup> September** at the latest. Make sure you include your surname in the reference. As soon as your payment is received, your new 100 Club ticket will be delivered.

.....

**Shipton Gorge Village Hall 100 Club**

**Payment via online banking**

Amount: £10.00  
Bank: Nat West  
Account holder: Shipton Gorge Village Hall Trust  
Sort code: 60 03 29  
Account number: 58663177  
Reference: 100Club [+ your surname]

IMPORTANT Please make your payment by **20<sup>th</sup> September** at the latest. Make sure you include your surname in the reference. As soon as your payment is received, your new 100 Club ticket will be delivered.