

# SHIPTON GORGE VILLAGE HALL TRUST

Charity No. 291996

## Minutes of the Management Committee Meeting

held on 28<sup>th</sup> November 2024

Charity No. 291996

**Present:** Richard Hewlett (RH) - Chairman, Diane James (DJ), Sally Parker (SP), Julie Bartum Lang (JBL), Yvette Smith (YS), Paul Thimont(PT) and Mark Sexton (for items 1 & 2 only)

### 1. Apologies for absence

Kate Chomacki (KC), Graham Garner

Trustees wished GG a speedy recovery and offered grateful thanks to Lesley for dealing with bookings.

### 2. Artsreach

Mark Sexton ran through the arrangements for the performance on 5<sup>th</sup> Dec. 42 tickets sold to date.

- RH, DS, JBL to assist on the day with stage and chairs at 4pm. KC to help in the evening
- Bar supplies would be from Palmers on a sale and return basis, supplemented by existing stock
- Mark to provide price list
- RH has obtained the TEN
- JBL to provide the float

Mark has been offered and has accepted two performances in February:

Sunday 2<sup>nd</sup> Feb – Luke Wright. **GG to check that hall is not being used by church**

Thursday 27<sup>th</sup> Feb - Arthur Coats & Kerran Cotterell. **GG to cancel/move Circle Dancers**

### 3. Signing of Acceptance of Declaration of Office

Paul Thimont, representative of the PC and the PCC, was welcomed as a Trustee. He was provided with information on the role and signed the Declaration.

**RH to update the Charity Commission**

### 4. Items for AOB

- None

### 5. Approval of minutes of meeting held on 19<sup>th</sup> September 2024

The minutes were approved unanimously and signed by the Chairman.

### 6. Matters arising from the minutes

- RH and GG had yet to write to hirers to update them on insurance cover and revised Conditions of Hire. JBL advised that our insurer states we should be provided with a copy of our commercial hirers' insurance cover. **RH/GG to add clause to Conditions of Hire doc.**  
**RH to write to regular hirers; RH/GG to add detail to Conditions of Hire doc**
- All other 'actions' had been completed

### 7. Chairman's report (attached)

- Expenses of £45.53 were approved for payment
- It was agreed that RH would carry out the annual PAT inspections and that a £40 donation would be made to Bridport Clothes Bank for use of their test equipment  
**RH to advise JBL when to make payment**
- A style of door canopy was decided.  
**RH to advise Natalie**
- Asbestos Management and Targeted Refurbishment Survey  
It was agreed to accept the quotation from Roberts Environmental Services Ltd to carry out the work for £495.00 + VAT  
**JBL to notify company**
- Structural Engineer  
It was agreed to accept the quotation from X Consulting Engineers to carry out the structural design work for £650.00 + VAT  
**RH to advise Natalie**
- Building Regulations approval  
Once we have agreed the drawings it was agreed to ask CG Fry & Son to apply for Building Regs approval.  
**RH to advise Natalie**

**8. Treasurer's report** (attached)

- JBL was thanked for providing the detailed report and financial information
- It was agreed to accept the renewal quotation from our insurance provider of £775.76  
**JBL to implement**
- JBL requested that our costs accrued to date with CG Fry & Son should be settled in the current accounting year  
**RH to request an invoice**
- Auditor  
Anne Crowe has agreed to audit the Trust's accounts  
**To be an agenda item and voted on at the next meeting in January**

**9. Hall hire charges for 2025**

It was agreed that there would be no alteration to the charging structure for the year to 31<sup>st</sup> December 2025.

Session rate per morning, afternoon or evening:

Local - £20; non-local - £23

Party rate from 6pm, session charges apply for earlier access:

Local - £55; non-local - £85

Parish Council - £182 per annum

Polling Station - £135 per day

Filing cabinet storage - £50 per annum

**PT to discuss the PC's booking of the hall at their next meeting and advise RH/GG of any changes.**

**RH to notify all regular users of the hall**

**10. Bookings report**

The hall is much in demand Monday to Thursday. Lyme Regis TT Club has now started to use it as their home venue.

**11. 100 Club**

Tickets have now been sold for the year. December's draw to be carried out at the end of the meeting

**12. Future Events**

RH had attended a film screening at BB village hall and spoke to one of the organisers. They screen films in tandem with LATCH which saves on fees as they have to operate with the services of a film agent. It's possible that the easiest way to run an event would be to screen an older film and make it free entry (which appears to negate the licensing/agent issues).

RH to continue to investigate

**13. Hall improvement project**

Correspondence from The Lottery Commission advised us that they have a range of branded items that can be ordered, free of charge, to advertise and promote the Commission and Community Fund.

Little else to report as most aspects had been covered previously.

**14. Any other business**

None

**15. Updates to website**

KC to ask Tony Mallett to post the minutes of 19<sup>th</sup> September 2024 and to update the list of Trustees with PT's name

**16. Date of next meeting**

23<sup>rd</sup> January 2025 at 7pm

**17. Date of future meeting**

2t March 2025 at 7pm (AGM followed by committee meeting)

## Chairman's Report for meeting on 28<sup>th</sup> November 2024

### Electricity Smart meter

In October British Gas (successfully?) fitted a Smart Meter to the electricity supply. The success (or not) of the device will be monitored when I carry out the monthly hall inspections. The Engineer thought that the tails from the meter were possibly undersized but this has now been checked by National Grid and no work is required. This now means that both the gas and electricity meter no longer have to be read by ourselves.

### Electrical work

The LED bulkhead on the SW corner of the building has been repaired by Chris Stubbs & Son Ltd. In addition an RCD was fitted to the consumer unit (as advised in August's electrical installation report). The work cost £15025 plus VAT. The intermittent supply problem notice by SP and myself two weeks ago hasn't recurred so no action has been taken.

### Plumbing and boiler work

Robert Ridge has carried out the annual service of the boiler and the new Landlords' Certificate is displayed on the notice board. One new action required of us is to provide a smoke alarm in the kitchen. This has been obtained and will be fitted next week when I carry out the monthly inspections.

Whilst here Robert dismantled and greased the mechanism on all of the push taps; SP had reported a problem with one of them not turning off. The cost of his work came to £65.00.

### PAT inspections

I will carry out the annual PAT inspections next week. As previously discussed a donation will need to be made to

Bridport Clothes Bank for use of their PAT equipment. I propose we make a donation of £40.

### Expenses

Since our last meeting I have incurred the following expenses:

Photocopying (hall diary for 2025)	£1.04
Kettle de-scaler	£4.80
TEN for 5/12/24	£21.0
Photocopying (plans)	£0.70
Smoke alarm	£7.99
Drink	£10.00

### Sumup card reader

The device has been purchased for £25 + VAT and trialled successfully at the SGH Apple Day event when £33 was taken by card or phone. The device will be used by ourselves next week after which we'll discuss how it can best be used by other village organisations.

### 'Access for All' project

Since our meeting on 12<sup>th</sup> November with Natalie and Jim from CG Fry & Son we have received the following information:

- Building Control would like to see the main entrance door open outwards
- A revised planning application would not be required if we wished to fit a small canopy over the entrance door. **If we do, we need to advise Natalie on the type of canopy we'd like to have**
- We have an obligation to understand if there is any asbestos in the building and, in particular, in any area where work will be carried out. JBL has requested quotations from specialist companies and **we need to decide who to appoint to carry out the work.** Details will be provided at our meeting
- Natalie has raised the following questions so, **we need to provide her with answers:**
  - 1) *To enable me to finalise drawings for the village hall, we would usually have input from a structural engineer. With this in mind, I have received two quotes for their designs, the cheapest being £650 + VAT from X Consulting Engineers, and whom we would mostly use on our small works projects. Did you want to run it past the committee to confirm and have the designs carried out?*
  - 2) *This does run into my next question. Once you are happy with my drawings, are you looking for us to submit the Building Control application and have the plans approved, or is this something you may have another contractor do if you were to go elsewhere? Building Control would usually prefer engineer drawings are submitted with the application, hence why I wanted to check both of the above.*

The application fee payable to DC has already been quoted and is £780 + VAT.

23<sup>rd</sup> November 2024

## Treasurers Report to the Shipton Gorge Village Hall Management Committee meeting 28/11/2024

More than usual to report this month:

- Lottery Grant successful for 'Access for All' project, the full request of £20,000 and funds received 15/11/2024 ; A thank you email has been sent.
- Agreed with RH to move £40,000 to CCLA investment account completed 22/11/2024
  - NatWest Reserve Interest rate 1.35% (reducing to 1.25% 24/01/2025)
  - CCLA interest rate variable started the year at 5.16%; 4.93% on last return in October
- CCLA have moved into the 21<sup>st</sup> century and have an online portal to access the account, this should make using this account much simpler and means we no longer have to wait for quarterly distribution reports.
- Proposal to maintain majority of reserves in the CCLA fund once building dates finalised.
- Dorset Community Action have finally responded and membership has been paid £45 for the year beginning 20<sup>th</sup> November 2024
- Our Insurance renewal is due 24<sup>th</sup> December 2024 – propose we accept renewal quote:
  - Renewal received with increase of 2.85% (£21.50) to £775.76
- A call with Anne Crowe reference independent examination of the accounts for FY24

FY 24 Year to date

- Income – a healthy year to date and predicted to end of year with record revenue as a result of polling station use x 2; additional Parish Council meetings; a full year of Yoga; additional circle dancing and table tennis. Miscellaneous hires are down, this may be due to availability but also different allocation used by treasurers past and present.
- An Artsreach event in December also should improve this variance
- Expenditure – benefit of reduced utility fees; less cleaning products post Covid; tree replacement not needed in 2024
- Interest on both Reserve and COIF (CCLA) accounts in addition at £545 YTD.

Draft Budget FY 25

- Paper copies will be circulated at the meeting
- Based on Revenue prediction see separate sheet, assuming some discount or loss of revenue will occur during building ; no increase included prior to discussion regarding rent increases
- 3 Artsreach events and Summer Fete Fundraising included
- Assumption that an inflationary increase in Utility costs; reduction in Interest as Capital consumed and interest rates fall; include increase in cleaning in line with NMW in April 25
- Excludes 'Access for All' project which will require a separate budget to control spending.

**SGVH Accounts Summary 23/11/2024**

Income	Total
100 Club	1,580.00
Advance	100.00
Artsreach	404.00
Donation	82.00
Event Bar	163.50
Fund-raising	234.97
Storage	150.00
Hall Fees	6,112.00
Lottery Grant	20,000.00
<b>Total</b>	<b>28,826.47</b>

	FY23	Variance
	1,649.00	-69.00
	0.00	100.00
	820.00	-416.00
	75.00	7.00
	0.00	163.50
	313.80	-78.83
	150.00	0.00
	5,835.00	277.00
	0.00	20,000.00 Lottery Grant
<b>Total</b>	<b>8,842.80</b>	<b>19,983.67</b>

Expenditure	Total
100 Club	700.00
Artsreach	174.60
Cleaning	1,127.29
Electricity	398.93
Fund-raising	94.00
Gas	813.11
Maintenance	1,055.84
Office supplies	2.92
Performing Rights	81.00
Website	159.45
Other	175.00
Water	173.06
Rent	5.00
<b>Total</b>	<b>4,960.20</b>

	700.00	0.00
	563.00	-388.40
	1,196.99	-69.70
	455.02	-56.09
	122.83	-28.83
	846.40	-33.29
	1,017.01	38.83 Fire; EIC & Pat tests
	17.94	-15.02
	77.40	3.60
	129.45	30.00
	270.01	-95.01
	227.59	-54.53 Moved to DDR
	5.00	0.00
<b>Total</b>	<b>5,628.64</b>	<b>-668.44</b>

Surplus to date                      23,866.27                      3,214.16    20,652.11

Current Account O/B                2,390.94  
 Transfer to Reserve                -25,000.00  
 Transfer from Reserve              40,000.00  
 Transfer to CCLA                    -40,000.00  
 Float                                    -400.00  
**Current Balance                    857.21**

Reserve O/B                          33,031.77  
 Transfer from Current              25,000.00  
 Transfer to Current                -40,000.00  
 Interest to 31/10                    422.59  
**Reserve Balance                  18,454.36**

COIF O/B                              2,603.39  
 Interest to 31/05                    122.95  
 Investment 22/11                    40,000.00  
**COIF Balance                      42,726.34**

**Cash Float                          400.00**

**Funds Available                  62,437.91**