

# **Shipton Gorge Village Hall Trust**

*Charity no. 291996*

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

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

Present: Julie Bartrum-Lang (JB-L), Kate Chomacki (KC), Richard Hewlett (RH), Graham Garner (GG), Sally Parker (SP)

### **1 Apologies for absence**

Apologies from Diane James, Yvette Smith, James Webster

### **2 Election of Chair**

RH was proposed and seconded unanimously.

### **3 Co-option of Trustees**

We hope to be able to co-opt DJ in due course.

Committee to continue to try to engage interest / commitment from new villagers.

### **4 Signing of Declaration of Acceptance of Office**

Document circulated and signed.

### **5 Election of Trustees to positions of responsibility**

Treasurer (JB-L)

Bookings (GG)

100 Club (GG)

Facilities check (RH)

Minutes (KC)

Cleaning (SP)

Artsreach (Mark Sexton to manage in conjunction with VH Committee)

### **6 Approval of Minutes of last meeting held on 18<sup>th</sup> January 2024**

Minutes approved and signed.

### **7 Matters arising from the Minutes of the last Committee Meeting**

- Working party for outside maintenance: Seven people volunteered for weeding, strimming, and floor varnishing
- Fire extinguisher certification: All have been checked
- Leaking gutter: Now repaired
- Energy contract: Renewed with British Gas for one year from 02.04.24 on a better rate
- Insurance: JB-L confirmed that the Hall insurers Allied Westminster extends cover to hirers with some exceptions, e.g. extreme activities, fireworks, animals. Hirers running commercial activities (e.g. yoga, dog-training) need their own public liability insurance. Information to be appended to Conditions of Hire documentation.
- Drop-in café: RH thanked the Parish Council for funding the initiative. Approx. 30 people attended the first one, very successful, a good variety of attendees. Next event Friday 5<sup>th</sup> April 10–12.30.
- Hall cleaning programme: Support being sought for Sally for an approximately monthly cleaning session, to include cleaning inside windows, hoovering, mopping,

dusting. Rate negotiable. Possible slots: Mon a.m., Tuesday p.m., Thursday a.m., Friday.

> KC to ask her contact if interested.

- Artsreach: Mark Sexton is on board as coordinator; he will be in contact with Artsreach re the coming season's programming.
  - Building plans: The plan has been agreed and Fry's have applied for planning permission which is now with Dorset Council (current approval time 16–20 weeks). A bat survey will be required.
- > RH to notify Parish Council re upcoming application.
- New auditor: Paul Thimont has agreed to audit the Hall account for the coming FY.

## 8 Chair's report

- TM has agreed to continue to update the village website for the Hall, as necessary.
  - Commercial waste: No progress on getting a wheelie bin; currently using purple bags.
  - The King's photo: The Parish Council have decided not to take one. (NB The Hall was not against displaying it, but on own terms.)
  - Bar supplies: Out-of-date bottles have now been disposed of.
  - Porch light: A new LED has been fitted.
  - Gas and electricity meters: The teleswitch system from peak to offpeak will stop working in October 2024; we don't want to lose the offpeak rate, but there is no signal for a Smart meter. We will wait and see what the options are.
  - Bob Whitley 'Wolf at the Door': Mark Sexton went to the show and considers it too niche to command a sizeable local audience; it might prove hard to fill the Hall, particularly if we are responsible for promotion without Artsreach. We would welcome Bob if he wishes to hire the Hall and promote the show himself.
- > RH to write to Bob and let him know our decision.
- Emergency exits: The front door is now lockable with instructions; we need to treat the back window mechanism regularly with silicone spray.
  - RH expenses: £91.50 (passed to JB-L).
  - Maintenance day: The next date to be fixed for some time in in April.
- > RH to circulate proposed date.

## 9 Treasurer's Report

- JB-L circulated an account summary as at 27.03.2024. The Hall has reserves of £38,787.57. JB-L has a cash float available if needed (secure).
  - GG requested £40 for the next 100 Club pay out.
  - JB-L proposed a 'before / after' record for bar stocks to help with cash flow. It's suggested that we move to a 'sale or return' system (e.g. via Palmers) for supplying the bar for events.
- > RH to add to agenda for next meeting
- JB-L to talk to GG re reconciliation of bookings and income.
  - Discretionary rate relief has again been granted, so the Hall will pay no rates this year.
  - RH proposed an honorarium of £80 for Robert Pettit for his work on the Hall accounts; it was agreed to provide a Waitrose voucher for this amount.
- > RH to purchase a voucher for Robert.

## 10 Review of Hall cleaning and caretaking rate

It was agreed to apply the national minimum wage % increase and raise the rate to £12.56.

## 11 Review of Hall hire charges

The Committee felt we should take into account potential reductions in energy costs, but also bear in mind the fact that other costs are increasing and we are aiming to

fund substantial building improvements. It was agreed to keep the hire rates the same until December 2024.

**12 A request for free use of the Hall for Community cafes**

It was felt that to grant a request for free use of the Hall for one particular type of event would undermine the principles upon which the Hall is fairly managed for the benefit of the village.

> RH to reply to CG-H.

**13 AOB**

None.

**14 Dates of next two meetings**

Wednesday 22<sup>nd</sup> May 2024, 7.30 p.m.

Thursday 18<sup>th</sup> July, 7.30 p.m.

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