

Shipton Gorge Village Hall Trust

Charity no. 291996

Minutes of the Management Committee meeting

held on 17th November 2021

Present: Richard Hewlett (RH), Diane James (DJ), Andrew Haydon (AH), Graham Garner (GG), Tony Mallett (TM), Tony Lock (TL), Sally Parker (SP), Sue Porter (SPo), Yvonne Smith (YS)

1 Apologies for absence

Received from James Webster (JW) and Kate Chomacki (KC).

2 Items for AOB

None.

3 Approval of minutes of last meeting held on 15th September 2021

After a correction to item 14 (Steve Sorrell changed to Paul Sorrell) the minutes were unanimously approved and signed.

4 Matters arising from the minutes

RH had contacted the Irish dancers who remained unsure whether they would return; the Circle dancers had not been reachable - efforts will continue;

RH had not been able to speak with R Ridge to schedule the boiler service and discuss revamping the toilets - efforts will continue;

TL had the annual donation to the BVN in-hand.

All other actions had been completed.

5 Signing of Declaration of Acceptance of Office

YS signed the 'Declaration of Acceptance of Office'.

6 Chair's report (RH)

RH had met with Paul Sorrell (2-11-21) to discuss electrical work summarised in the "Capital and Revenue Spend" list (attached). A quotation of £441 + VAT was received (15-11-21), which was accepted by the meeting. A date will be provided for the annual PAT and Emergency Lighting inspections.

RH also suggested it might make sense to move the wall light dimmer switches, which were difficult to reach during performances. This was agreed, and the work will be tied-in with PAT testing etc.

The Parish Council "Climate Change Action Group" had met in the hall on 13-10-21.

The following items potentially involving the hall were discussed:

Outdoor collection point for soft plastics - we might wish to offer space outside for this if it proceeds;

Talks on food use, recipes, vegetarian cookery, etc - could be something we organise at the hall;

Regular informal, social gatherings to cover food/seed/plant swaps, tea/coffee, climate change info and advice.

> Action: RH to monitor

RH and TL had met with Mike Harvey from Nantes on 18-10-21 to discuss our proposal to purchase the paddock from Roger Sorrell (RS). Satisfactory responses were obtained to our questions and a summary of the meeting was circulated. A letter was sent to RS explaining our interest (25-10-11), and a 'phone conversation had taken place with RH prior to this meeting. It transpired that there were no plans to sell the land at this time, but the interest from the hall had been noted. After discussion, it was agreed that RH would write to RS thanking him for his willingness to consider the matter, and requesting that he bear the hall in mind should circumstances change

> Action: RH

Dorset Highways were contacted (1-11-21) to raise the issue of the work we require to be carried out on the access path to the hall.

> Action: RH will monitor

ACRE had issued a briefing note summarising the Government's COVID-19 Winter Plan along with a sample Special COVID-19 Special Conditions of Hire for Winter 2021 on 22-09-21. Our own Special Conditions of Hire comply with (and in some sections slightly exceed) ACRE's guidance and, as such, RH suggested we did not need to make any changes. This was agreed.

The central heating was switched to 'timed' mode (06-11-21) and comes on for 1 hour in the morning and for 2 hours in the evening. RH commented that in view of the anticipated substantial increase in gas prices, we may wish to find a way to ensure the heating is not running unnecessarily e.g., overnight.

> Action: TM to locate information on a programmable thermostatic controller

The folk duo Ninebarrow have offered the hall their old PA system for free, and RH will collect on 06-12-21. If it appears to be worth keeping, it will be PAT tested and be available for hall and general village events.

Eddy Buck (TT Club) had been in touch after concerns from players that the floor had become slippery and difficult to play on. On investigation it was clear that the non-slip surface has worn away far more rapidly than expected. Residual Osmo product remained to treat the most badly affected areas, and RH would recoat in the coming days. He also suggested that the condition of the surface be added to list of routine checks; this was agreed. RH will also order more low-slip Osmo and additional floor cleaner.

> Action: RH

7 Treasurer's Report (TL)

Accounts provided for the two months to 31-10-21 (attached) again show a deficit on hall hiring due to ongoing running costs and low income. However, the surplus on the 100 club for the 2021/22 year is included in these figures, and also two Artreach shows, so that overall the accounts show a surplus of £406 for the period. We continue to maintain comfortable reserves of over £33,000.

The Parish Council had enquired about its charges for meeting next year, given that £150 had been advance paid for 2021, a period when the hall was either closed or not charging users. TL had confirmed back there would be no charge for 2022.

British Gas has been in contact regarding our energy contract, which expires 31-03-22. In keeping with recent steep rises in costs, we were quoted a roughly 50% increase in standing charge and a doubling in unit cost for electricity, with corresponding rises of 60% and 250% for gas. After discussion it was agreed to take no action and wait and see if charges settled in the interim; if they did not, we would automatically be transferred to a variable rate and could make a decision then. It was noted that we are currently on an Economy 7 tariff with separate day and night electricity rates (- initiated when storage radiators were used in the hall). TL to investigate switching to a single rate tariff.

> Action: TL to contact British Gas

8 Bookings report (GG)

The table tennis club and dog training group remain regular weekday users, with the Breakfast Church on Sundays. Other confirmed bookings remain low, although enquiries are picking up for weddings and parties.

GG had been asked whether there was a set time when music in the hall should end in the evening. It was decided that 11pm was appropriate, and this would be included in the conditions of hire.

There was also discussion of whether hirers should be allowed “free” access to the hall ahead of their main booking (e.g., to set out catering or equipment in advance). After discussion it was agreed that appropriate session charge should be paid to cover our costs.

9 100 Club (GG)

The 100 Club is running nicely, with 155 subscriptions for 2021-22.

10 Artsreach (KC)

RH relayed comments from KC on the Artsreach programme.

Our next show will be “Kevin, King of Egypt on 05-03-22. Tickets will again be sold via the Artsreach website and telephone booking direct to KC (although the latter reservations will not be “confirmed” until payment has been received by Kate). There would be a cash bar, and (barring any change in the COVID situation) ticket sales would be limited to 50. Kate was also thanked for organising the two successful performances of “Old Herbaceous”, and for looking after the artist before and after the day of the show.

11 Future events

None planned other than Artsreach.

12 2022 hire charges

RH introduced this item, and noted that charges had not risen since October 2018. However some increase for next year now appeared necessary given that heating

and lighting costs would rise when our current energy contract ends. GG suggested that the low and high season rates be replaced by a single figure to simplify things. There was extensive discussion, and the following was decided:

Session rate per morning, afternoon or evening	
Local	£18
Non-local	£20
Party rate from 6pm, session charges apply for earlier access	
Local	£50
Non-local	£75
Parish Council <i>2nd Wednesday</i>	£165
Polling station	£140

> Action: RH will write to users.

13 **Capital and revenue spend items**

Items listed under:

- electrics
 - relay access path
 - toilet fittings
- are in-hand or covered above.

RH suggested that we purchase a Shark Steam Mop (£49.99) to help clean the kitchen and toilets floors. This was agreed.

> Action: RH to purchase

With reroofing the shed, TM and TL had discussed this subsequent to the September meeting. The kit method might not be straightforward, with traditional felt seeming a better option. TM had made running repairs to the roof over the summer months, and thought these should last until the spring when the roof could be recovered.

This was agreed.

> Action: TM/TL

14 **AOB**

None

15 **Date of next meeting**

Wednesday 26th January 2022, 7.30pm.

SHIPTON GORGE VILLAGE HALL TRUST

STATEMENT OF FINANCIAL ACTIVITIES
PERIOD 1ST JANUARY TO 31ST OCTOBER 2021

	1st August to 31st October 2021	1st January to 31st October 2021	1st January to 31st December 2020
Hall income			
Hiring	60.00	410.00	1,697.00
Rent and storage	0.00	50.00	150.00
	60.00	460.00	1,847.00
Outgoings			
Gas	17.48	252.37	213.00
Electricity	42.55	199.30	229.93
Water	34.42	114.11	126.39
Rent	0.00	5.00	5.00
Cleaning	216.99	850.97	945.31
Maintenance	194.25	241.79	5,289.45
Insurance	107.21	561.79	581.62
Other hall expenses	0.00	0.00	535.39
	612.90	2,225.33	7,926.09
	-552.90	-1,765.33	-6,079.09
Donations	25.00	75.00	100.00
Fund raising			
Income	765.00	867.40	1,178.00
Outgoings	0.00	430.39	167.62
	765.00	437.01	1,010.38
Artsreach			
Income	303.60	303.60	0.00
Outgoings	65.38	65.38	0.00
	238.22	238.22	0.00
Other income	1.52	3.24	16.84
	476.84	-1,011.86	-4,951.87
Other outgoings			
Performing rights	69.62	109.62	100.00
Printing postage & stationery	0.75	13.83	5.80
Sundries	0.00	287.10	85.00
	70.37	410.55	190.80
Surplus / (deficit) on ordinary activities	406.47	-1,422.41	-5,142.67
Retail, Hospitality & Leisure Fund grant	0.00	16,097.00	11,334
Surplus / (deficit) for the year	406.47	14,674.59	6,191.33

SHIPTON GORGE VILLAGE HALL TRUST

BALANCE SHEET
AS AT 31ST OCTOBER 2021

	1st August to 31st October 2021	1st January to 31st October 2021	Year to 31st December 2020
Reserves brought forward	32,986.74	18,718.62	12,527.29
Surplus / (deficit) for the year	406.47	14,674.59	6,191.33
Reserves carried forward	33,393.21	33,393.21	18,718.62
Balances carried forward			
Cash	16.17	16.17	71.75
Bank and Building Society accounts	34,876.11	34,876.11	19,555.43
Debtors and prepayments	174.11	174.11	0.00
	35,066.39	35,066.39	19,627.18
Less: 100 Club 2021 prize fund	-685.00	-685.00	-490.00
Other creditors and accruals	-988.18	-988.18	-418.56
Net assets	33,393.21	33,393.21	18,718.62

Capital and Revenue spend items

Shipton Gorge Village Hall

Capital & Revenue spend items for consideration

Electrics

- Remove panel heater switches/controllers and make good
- Remove redundant electrical items and make good
- Purchase and fit stage lighting and control
- Fit external 13A (and/or 16A) socket on west-facing kitchen wall
- Remove redundant water heater isolator switch and fit blanking plate.
- Upgrade hall lighting. TT club would appreciate it being brighter. Consider LED with louvered fittings. TT club willing to contribute to costs
- Supply/fit LED dimmable lamps in wall fittings
- Supply/fit alternative switch/timer for outside light
- Move wall light dimmer switches – (not quoted for)

Quotation rec'd 15/11

Dispose of ceiling panel heaters, switches and timers. They have a value but it's difficult to gauge if there's a market

Re-lay access path. We have a quote from Feb 2020 for £1550. A second contractor has been approached to provide a quotation
DC requested on 1/11 to investigate

Change ladies toilet bowl + cistern. Check gents toilet bowl + cistern + urinal for possible renewal

Provide additional WC for females and/or disabled users by extending cloakroom into kitchen

Redesign kitchen

- enlarge kitchen hatch?
- dispose of heated unit? If removed can space be better used?
- add shelf in cupboard where water heater has been removed?

Extend entrance porch to cover fire escape double doors and/or provide WC for disabled users by extending gents toilet

Remove crab apple – build open-sided roofed area 4m x 4m under hall eaves. Plant new tree by entrance gate

Extend south-facing wall to increase length of hall by 2m. This would remove the external door in the store room (which would increase usable floor area). The door could be relocated to the south west corner of the hall
or, replace rear emergency door and frame which are in poor condition
or, create emergency door on south wall of hall and block in the door in the store room

Extend north-facing wall of hall by 1-1.5m. This doesn't offer many advantages.

Consider providing enhanced access for disabled users

Buy and fit gutter covers on north side of hall **COMPLETED**

Buy steam cleaner. **Proposed – Shark Steam Mop \$1000. £49.99 – Argos, Currys. Good Housekeeping Best Value**

Buy gazebo(s) for outdoor events

Buy card reader (for our and village organisations to use?)

Buy fly killer. We have a problem with flies in the hall and no answer as to how or why they appear! **COMPLETED**

Replace cooker. A new model would be an improvement but low usage may make it difficult to justify

Buy toaster – purchased by PCC for £50 **COMPLETED**

Donation to BVN – we use the magazine most months (for free). Consider making annual donation (say £30)? **COMPLETED**

The Paddock – write to Roger Sorrell expressing a serious interest in owning the land **DONE - IN PROGRESS**

Re-roof the shed