

# Shipton Gorge Village Hall Trust

Charity no. 291996

## Minutes of the Management Committee meeting

held on 18th May 2022

Present: Kate Chomacki (KC), Andrew Haydon (AH), Richard Hewlett (RH, Chair), Graham Garner (GG), Diane James (DJ), Tony Mallett (TM), Sally Parker (SP), James Webster (JW)

Apologies: Julie Bartrum-Lang (JB-L), Yvette Smith (YS)

### 1 Apologies for absence

RH welcomed all to the meeting.

Apologies – JB-L, YS.

### 2 Items for AOB

None.

### 3 Approval of Minutes of AGM and Committee meeting held on 21<sup>st</sup> April 2022

Approved and signed.

### 4 Matters arising from the Minutes of the last Committee Meeting

- We are still looking to co-opt Trustees
  - > DJ to approach Sarah P at Innsacre Farm, and Steve Forrest
- No further changes will be made to electrical items until next PAT test in Nov 22
- Dorset Highways have agreed to fix the path, still waiting for date
  - > RH to chase
- No progress with Robert Ridge re the programmable thermostatic heating controller
  - > RH to contact Robert Ridge, and book in
- An estimate of £16 from Munroe window cleaning for outside windows was considered very reasonable
  - > TM to book them for 6/6, then every two months
- Solar panel set-up; no revised quote yet in for smaller systems
  - > RH has sent the original information to TM and DJ and will chase revised quote
- Cementing in roof tiles
  - > RH to organize
- The flykiller has been added to the PAT test list
- Lending or hiring out hall equipment; request by Chris Griffiths-Hardman resolved; the urn and crockery were lent for free

### 5 Chair's report

RH raised several queries from JB-L in her absence.

- The Trust Deed needs updating re inclusion of representatives from the Table Tennis Club (to do) and the Ladies Afternoon Club (now defunct)
  - > RH to check with Eddie Buck re any addendum to the 1991 deed
- Is there a plan of the Village Hall property which is mentioned in the Trust Deed?
  - > RH/TM to liaise with Eddie Buck, the Diocese, and check in the office filing cabinets
- Query re use of Hall by church on Sundays; a recent increase in the size of the Benefice might increase demand
  - > JW to check with GG to confirm the Hall is free on Sundays as necessary

- Should we consult other village organizations re whether modernizing the kitchens and toilet facilities would increase usage of the hall?  
> RH to liaise with Mary Boughton re anything relevant arising from the Village Survey

## 6 Treasurer's Report

- TM summarized the latest financial position to 31.03 (*attached*), and confirmed that we have reserves of £34,000; there was no deficit in April after the late payer paid up
- Jan–April records will be reworked to cash accounting format
- Nat West online banking is now functional, with card/card reader used for access, however sensitive information is still being sent to Tony Lock's address in Rockway; TM advised by Nat West this may take further 28 days
- Signing authority to be updated with removal of Tony Lock and addition of Graham Garner and Andrew Haydon  
> TM to action on return from holiday
- Suppliers have been informed that TM is new point of contact
- British Gas: move to online billing to get around bills being sent to Tony Lock's old address
- The annual return has been made to the Charity Commission; Trustee details updated  
> TM/RH to prepare the Annual Report for 2021
- The 100 Club account will close 6/7 and GG will pay the balance to TM for deposit with Nat West; location of new account to be decided later  
> TM to discuss with GG
- We discussed the issue of investing funds as a charity
- Query on income from Table Tennis Club and check payment for actual attendance  
> GG/TM to liaise and check situation
- The Committee thanked TM for all his work as Treasurer

## 7 Review current Covid guidance

The current guidance matches our statement points; nothing is now mandatory. It was agreed to lift the recommended cap of 50 on Hall occupancy for events.

> RH to update Covid-19 notices

## 8 Bookings report

No new hirers to date. It was agreed that some notices advertising availability would be a good idea.

> RH to put a notice in the BVN and send copy to KC

> KC to put a notice in the Bridport Leisure Centre

It was agreed to offer the Hall at a reduced rate for the Community Café event in June, raising money for Ukraine.

## 9 100 Club

Nothing to report (see 6. above)

## 10 Artsreach

KC, DJ and RH will be attending the promoters' menu meeting at Cerne Abbas Village hall on 21<sup>st</sup> June

## 11 Future events

Jubilee event on 2<sup>nd</sup> June:

- We'd like to use the School House garden

> SP has a contact number for Ann Jones at School House; RH will try Bob Ayres and Jo Warren to check it's correct

Village fete 30/7:

– We will run the Pimms stall; it was suggested we could jazz up the stall a bit more.

> KC to investigate a Pimms promo pack; we'd like a large notice on the front of the stall; DJ to think about aprons and bunting; RH to apply for TEN; TM to be responsible for supplies and rota

Pre-Xmas get-together:

– This will now become the responsibility of the VHC

Talks:

– We'd like to have at least one talk this autumn. Bob Ayres does a Dorset Safari talk and we discussed adding on an animal-themed quiz

> RH to approach Bob Ayres

## 12 Capital spend items

RH had circulated a full annotated list.

– The crab apple tree removal to go ahead following approval from Dorset Council

> RH to book removal for before 30.07

– The shed has been reroofed

– Stage lighting proposal made by RH – a mix of white and coloured lights which would be positioned to light both ends of the hall. Cost approx £1,200 including desk and fitting. If lights were installed, we would charge extra to Hall hirers for their use and probably take a deposit.

> RH to buy one spot light to test whether it's the correct item and add to his own stock if not; we will then review whether to go ahead in the Hall

– Toilets upgrade is possible but we need some professional advice

> KC to provide details of local building consultant Robbie Roskill to RH

– We discussed whether to purchase a new cooker for the kitchen

> RH to investigate cost of a new model of not more than £400

## 13 AOB

None

## 14 Date of next meeting

Thursday 21<sup>st</sup> July 7.30 pm

**SHIPTON GORGE VILLAGE HALL TRUST**

|                                    | <b>1 April to<br/>30 April 2022</b> |                |
|------------------------------------|-------------------------------------|----------------|
| <b>Hall income</b>                 |                                     |                |
| Hiring                             | 36.00                               |                |
| Rent and storage                   | <u>110.00</u>                       | 146.00         |
| <b>Outgoings</b>                   |                                     |                |
| Gas                                | 44.96                               |                |
| Electricity                        | 19.17                               |                |
| Water                              |                                     |                |
| Rent                               |                                     |                |
| Cleaning                           | 87.92                               |                |
| Maintenance                        |                                     |                |
| Insurance                          |                                     |                |
| Other hall expenses                | <u>177.56</u>                       |                |
|                                    |                                     | <u>329.61</u>  |
| Surplus / (deficit) for the period |                                     | <u>-183.61</u> |

Note - April hire from dog training (£140, paid May) and TTC (£90, paid May)  
cancel deficit