

# Shipton Gorge Village Hall Trust

Charity no. 291996

## Minutes of the Management Committee meeting

held on 21st April 2022

Present: Julie Bartrum-Lang (JB-L), Kate Chomacki (KC), Andrew Haydon (AH), Richard Hewlett (RH, Chair), Graham Garner (GG), Diane James (DJ), Tony Mallett (TM), Sally Parker (SP), Yvette Smith (YS), James Webster (JW)

### 1 Apologies for absence

RH welcomed all to the meeting.

Apologies – none.

### 2 Election of Chair

RH happy to continue.

### 3 Co-option of Trustees

AH willing to continue.

One position remains vacant.

> RH to approach others in the village, Committee to make any suggestions to RH

### 4 Signing of Declaration of Acceptance of Office

The form was circulated, signed, and filed for the record.

### 5 Election of Trustees to positions of responsibility

Treasurer TM

Bookings manager GG

100 Club GG

Artsreach Promoter KC handing over to DJ

Facilities safety coordinator AH

ACRE / Dorset Community Action coordinator TM/RH

Website manager / VH diary AH

Events Committee disbanded

Minutes taker KC

SP agreed to continue her paid role as hall cleaner.

### 6 Approval of Minutes of meeting held on 16<sup>th</sup> February 2022

Approved and signed.

### 7/8 Matters arising from the Minutes of the last Committee Meeting / Chair's report

- Awaiting quote for revamping toilets from Robert Ridge; tbc in the light decision around capital spend items
- The floor has been recoated to address slipperiness of floor (esp. for table tennis players); to be monitored and recoated as necessary
- A few electrical works outstanding, e.g. final LED lighting replacements

> RH to sort out

- Dorset Highways have agreed to fix the path, still waiting for date  
> RH to chase
- Robert Ridge has confirmed the correct product we need for the programmable thermostatic heating controller; we agreed to go ahead with this  
> RH to contact Robert Ridge, and book in for autumn 22
- It was agreed to keep the current meter, which is likely to be more-cost-effective than a dual tariff
- The Conditions of Hire document has been updated on website; need another review in due course as Covid requirements change
- Keys have been provided to the Parish clerk for front door and office
- The windows have been cleaned by A Gale; the regular cost will be £40 per visit.  
> JB-L to confirm the cost of the Manor Farm cottages window cleaner before we confirm A Gale as regular
- The autumn Artsreach show ‘Kevin King of Egypt’ was a great success; the profits were donated to Red Cross Ukraine Appeal. The next Artsreach Promoter’s session will be held in Cerne Abbas on Tuesday 21<sup>st</sup> June – KC, DJ and RH to attend
- It has been agreed to sponsor the Queen’s Platinum Jubilee event to the tune of £350, paying for the music acts and the TEN
- The New Inn has decided to run the pub quiz until at least June; we have abandoned the idea of running a regular replacement quiz in the Hall; we may put on a quiz night event as a fund-raiser tbc
- Several Committee members helped out at the Hall maintenance day last month, thanks to all
- The crab apple tree removal notification has gone to the Council; it may be removed after 17.05; we agreed it would stay until after the Jubilee event
- The kitchen heater cabinet has been taken to the tip; the tubular heater behind has been turned off at the fuse box  
> RH to put on the list for Steve Sorrell to deal with
- A blue gazebo has been purchased (stored in the office); laminated instructions are in the bag
- RH working on the stage lighting quote
- As part of the review of capital spend items, RH has received quotes from Dorset Energy Solutions for solar panel set-up; they have quoted £5,840 for a larger system than we need; a smaller array would cost around £4,500. They also quoted £5,240 for an 8.2 kWh battery system; a 5.2 kWh system would cost around £4,000. Further discussion to be had on pros and cons.  
> RH to send the information to TM and DJ
- There was damage to the Hall roof from the last storm; RH has reseated the tiles but they need cementing in  
> RH to organize
- The flykiller needs to be added to the PAT test list  
> AH to do

## 9 Treasurer’s Report

- The British Gas energy accounts had been updated and TM was able to provide on-line meter readings, and NatWest had been informed that he was now the contact

person for the account. It still had to be seen, however, whether he would be able to make bill payments using internet banking. If this proved not possible, he suggested we should consider switching to an alternative type of account. It was agreed this will be discussed at our next meeting.

- TM will use Excel to record the hall's income and expenditure, but could not provide the same level of analysis as his predecessor due to unfamiliarity with the more advanced features of the programme.
- TM will make the Trust's Annual Return for 2021, and notify the Charity Commission of changes in Trust membership, in the coming week.
- Users and suppliers will also be contacted to let them know that TM had taken over as Treasurer.

## **15 AOB**

The Committee discussed the issue of lending or hiring out hall equipment. It was agreed that:

- for private individuals requesting to borrow equipment, a charge would be made or a donation requested
- for other village organizations, a fee would normally also be requested, but requests would be dealt with on a case by case basis.

It was felt that the Hall should not be lending out equipment too frequently, in order not to interfere with our ability to hire out the Hall fully equipped when requested.

> RH to contact Chris Griffiths-Hardman and explain that for the forthcoming large music event at the New Inn, NISL should make a request to the Village Hall Trust for the chairs / tables, etc. they would like to borrow and a reasonable charge would apply. Similarly, for the forthcoming community plant sale at the New Inn, a request should be made by NISL, however, charges may not apply for this event.

## **16 Date of next meeting**

Wednesday 18<sup>th</sup> May 7.30 pm tbc