

Shipton Gorge Village Hall Trust

Charity no. 291996

Minutes of the Management Committee meeting

held on 21st July 2022

Present: Kate Chomacki (KC), Graham Garner (GG), Richard Hewlett (RH, Chair), Diane James (DJ), Tony Mallett (TM, Treasurer), Sally Parker (SP), Yvette Smith (YS)

Apologies: Julie Bartrum-Lang (JB-L), Andrew Haydon (AH), James Webster (JW)

1 Apologies for absence

RH welcomed all to the meeting.

Apologies – AH, JB-L, JW.

2 Items for AOB

None.

3 Approval of Minutes of meeting held on 18th May 2022

Minutes had been pre-approved in order to supply information for banking purposes. Reapproved 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, Steve Forrest
- No further changes will be made to electrical items until next PAT test in Nov 22
- Dorset Highways: tarmac now laid outside gate, RH has sent thanks
- Programmable thermostatic heating controller
 - > RH to contact Robert Ridge
- Munroe window cleaning for outside windows done, and rebooked for every 2 months; £16 / visit
- Solar panel set-up; RH chased 5/7, waiting revised quote. TM is following up on information from ACRE re energy usage (Utility Aid)
- Cementing in roof tiles
 - > RH to approach Steve Duckworth
- Following up on queries by JB-L: the Trust Deed was updated by Ed Buck in 2012; there is no copy of a plan to be found of the Village Hall property which may indicate details of ownership; no progress on liaison with Mary Boughton re any comments in Village Survey on whether modernizing the kitchens and toilet facilities would increase usage of the hall
 - > RH to approach Helen Fry re contacting the Diocese for a copy; to follow-up with Mary Boughton
- Covid guidance now updated and displayed
- There is a Jubilee Fund for capital projects for village halls
 - > TM to follow up
- Notices advertising availability of hall for hire
 - > RH to send copy to KC to put up at Bridport Leisure Centre
- A crab apple tree removal quote has been received: Matt Atkinson £275

> RH to book removal

- Stage lighting: single white + coloured adjustable spotlight (£225) demonstrated by RH; a second spotlight (£229) plus small lighting desk (£57) to be purchased. Cost would also include cabling for sockets at either end of Hall (c. £200). Installation autumn 22, tbc.

> RH to go ahead

- Staged quote received from Robbie Roskill; the proposal to upgrade the toilets and add disabled-friendly access is possible – RR needs 6–8 weeks' lead time. We felt a second quote would be a good idea.

> KC to approach Jo Warren re contacts at Frys; RR to look at local architect firm Theo Green

- TM confirmed that a basic new cooker for the kitchen suitable for ad hoc use for village events would be around £300; we agreed that we do not need to reequip the kitchen more fully at present. Decision pending dep. on building plans.

5 Chair's report

(see 4.)

6 Treasurer's Report

- Summary accounts had been circulated ahead of the meeting (see attachment 1). Expenditure had exceeded income by around £100 during May and June due primarily to the Red Cross / Ukraine donation (cheque from March Artsreach) and outgoings linked to the Jubilee event. If these one-off items are excluded, there was a surplus of £371. Our reserves 30th June were £30,285 (NatWest accounts).
- NatWest had been instructed to remove Tony Lock as signatory with addition GG and AH. Similar instructions would be sent to CCLA when AH was available to complete necessary paperwork. With these changes, four trustees (GG, AH, RH, TM) would be authorised to sign cheques on behalf of the Trust.
- No simple, local savings option had been found for 100 Club funds now the Nationwide account had been withdrawn. TM suggested, instead, that future 100 Club subscriptions be paid into our NatWest deposit account with monthly transfers to GG to cover winnings. Movement of the funds would be visible from bank statements, and Graham would keep a separate record of transactions that could be audited at the end of the year. This was agreed.

7 Bookings report

- No new regular hirers to date. Some private bookings. Ideally, we would pick up some new users to offset rising energy costs.
- It was agreed to consider a rise in the hall fee, tbc.
- A Ukraine fundraiser has been booked for the evening of 15.10.22 (CG-H)
- We agreed that the T&Cs should make clearer that the paddock must be booked directly with the Sorrells and is not automatically included in a Hall booking

> RH to check and update T&Cs

8 100 Club

- Ticket printing will need to be done externally by end Sept, e.g. at Office Supplies, which will incur a small cost to be set against the 100 Club account
 - > RH to update the template for printing by Office Supplies
- 2022–23 ticket distribution sheets handed out by GG
 - > GG to approach JB-L to handle the Shipton Lane area

9 Artsreach

- KC attended the promoters' menu meeting at Cerne Abbas Village Hall on 21st June; KC and DJ subsequently made a selection of six possible shows which we have submitted to Artsreach – we expect to run one in the autumn and one in Spring 23
- DJ has kindly offered to coordinate the distribution of printed publicity for shows (with the help of the usual volunteers)
 - > KC to supply pencilled dates list to GG for reference

10 Approval of the 2021 Annual Report (Charity Commission)

TM has updated the 2021 report including the account; this was circulated to the VH Committee, approved and signed by RH.

11 Future events

- Village fete 30/7: Pimms stall to be placed in the paddock under a gazebo. TM has sourced Pimms and accompaniments and set up a rota. TEN applied for and obtained
- Bob Ayres talk: Bob is happy to do a Dorset Safari talk, date tbc
- Pre-Xmas get-together to be held on Sunday 27.11.22 The VH Comm will run the event this year, and aim to pass to an individual in the village to run subsequently if there is any interest
 - > RH to advertise date in the BVN well in advance

12 Capital spend items

See 4. above. No new items added.

13 AOB

None

14 Date of next meetings

It was agreed to arrange two dates in advance to allow people to plan their diaries.

Thursday 29th September, 7.30 pm

Thursday 24th November, 7.30 pm

Attachment 1

SHIPTON GORGE VILLAGE HALL TRUST

1 May - 30 June 2022

Income

Hiring	561.00	
Rent and storage	70.00	
Donations	25.00	
	<hr/>	656.00

Outgoings

Gas	77.20	
Electricity	79.70	
Cleaning	191.84	
Red Cross Donation	178.61	
Jubilee performers+ food	206.05	
Other	17.36	
Rent	5.00	
	<hr/>	755.76