

Shipton Gorge Village Hall Trust

Charity no. 291996

Minutes of the Management Committee meeting

held on 20th July 2023

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

1 Apologies for absence

Yvette Smith (YS)

RH welcomed all to the meeting.

2 Items for AOB

None.

3 Approval of Minutes of last meeting held on 25th May 2023

Minutes approved and signed.

4 Matters arising from the Minutes of the last Committee Meeting

- Building plans: RH contacted Elizabeth Wallis, the Trustee Property Registry Officer for the Diocese. Her advice was to write to the PCC (who are the custodians of the Hall), for their comments on the proposed alterations. RH has prepared a letter to be emailed to the PCC members. Approval is likely to be a formality.
> RH to email the PCC
- Hall boundary plans: Elizabeth Wallis may also have access to the plan of the Hall property which should be attached to the lease, which will give some insight into boundary ownership, etc.
> RH to confirm existence of the plan with Ms Wallis
- Roof: The leak has been dealt with. RH provided the invoice for the work to TM to support the payment made to Chris Lambie.
- Drainage: RH spoke to Roger Sorrell re the blocked drainpipe. The existing soakaway is deep in the field and not functioning. Roger agreed to the Hall repairing the pipework to allow water from the Hall roof to drain into the field. RH agreed to keep an eye on the effect of this on the field going forward. Aim to complete the pipework before autumn 23.
> TM, GG to carry out the work
- Village Diary: RH spoke to Andrew Haydon re contacting all village organizations with log-ins to the online diary. The VH and SG Heritage do access the diary direct. Andrew posts events for other organizations (and is fine to continue doing so).
> TM to look for the video of the log-in process and supply to RH
> RH to revisit the issue at a potential 'Chairs' meeting in September to encourage a more joined-up approach to the online diary.

5 Chair's report

- Gas supply issue: On 27th June we were made aware that the boiler wasn't working. Robert Ridge attended the following day to find that the gas supply had been disconnected at the meter. Fortunately, he was quickly able to ascertain from SGN that they had done this six days previously in order to isolate the supply to a neighbouring property. They were unable to reconnect us because they couldn't gain access to the hall. Instead they'd left a card in the letterbox asking us to contact them to arrange free reconnection.

- > Sally to continue to check the letterbox every week.
 - > RH to identify key holders and ask them to check the box when on the premises.
 - > Emergency contact details to be added as a note in the hall window or letterbox.
 - Hire charge for Village Society use of the Hall: GG has asked for guidance on the hire charges to be applied for the VS's use of the hall for the Archive weekend in July and the Fete in August. It was agreed that no charge be made for either event, as these are not fund-raisers.
 - Pre-Christmas Get-Together: It was discussed that a village organisation should be asked to host this year's event. GG / PP accepted on behalf of the Village Society. Help was offered for hall decoration, setting up, etc. from various members of the Hall Committee.
 - > GG to agree a date with the Village Society and ask for help re advertising the event and organization as needed.
 - Expenses: RH handed in expenses for the TEN for 5th Aug (£21).
 - Kitchen drain and freezer: Following the Cream Tea event on 15th July RH was notified that the kitchen waste water drain in the rear path was blocked. It was cleared out two days later. The freezer had also iced up and subsequently been left to defrost. The freezer was cleaned and the drawers replaced the following day. It was noticed that if the drawers are not fully pushed in, the freezer door doesn't close fully, hence it can become iced up when switched on.
- 6 Treasurer's Report**
- JB-L reported issues with adding herself as signatory to the Hall account. Hopefully this will be resolved shortly. TM still has access to the account.

SHIPTON GORGE VILLAGE HALL TRUST 17 May – 17 July
2023

Income

Hiring	1330.00	
		£1330.00

Outgoings

Gas	71.45	
Electricity	92.23	
Cleaning	209.60	
Miscellaneous	132.65	
• Roof repairs £85.00		
• DCA renewal £30.00		
• Ale for bar £10.00		
• Postage £7.65		
		£505.93

Surplus for period = £824.07

Nat West balances:

Current account: £2,458

Reserve account: £30,554 (incl. £80 100 Club prize money)

7 Bookings report

- The Table Tennis booking is active and ongoing; it was reported that players enjoy using our Hall.
- Janet Lane would like to organize an afternoon singers concert sometime in Oct / Nov. She would like some help with promoting the event. It was agreed that the

Committee would assist with posters, information in the BVN / on the village Facebook page / email, etc.

> GG to suggest to Janet that the concert is for donations rather than an entrance charge, to encourage as many people to come as possible.

> GG to ask Janet to provide wording for a poster / advert.

8 100 Club

- GG handed out sheets and tickets for the forthcoming year (Oct 23–Sept 24). JB-L kindly agreed to pass on the two tickets for Janice and Stephen Symes from KC's list.
> All subs to be collected from members by end September 23.

9 Artsreach

- KC has included in her Artsreach 'manual' a note re inviting our local councillor to shows on a 'comp + 1' invitation.
- KC has provisionally reserved Hall dates for show submissions with GG; waiting to hear from Artsreach about an autumn show offer.

10 Future events

- We will be running a Pimms Stall at the Village flower and produce show 5th August. We agreed to present the stall with tablecloths and flowers + a large overhead sign, and to charge a little more than last year (TM to confirm). It was suggested that servers could wear straw hats and aprons. We have Pimms from Simon Cleveland. RH provided TM with the TEN.
> DJ to prepare overhead 'Pimms' sign
> TM / DJ / KC as Pimms stall sub-committee to source fruit bits, mint, borage, lemonade, etc. and prepare rota.
- It was agreed that (aside from the Pre-Xmas Get-together and a potential Artsreach show) there was no need to set up further autumn events for the Hall.

11 AOB

- RH raised the issue of the Heritage cream tea event on Saturday 15th July where Pimms was served and whether there was a TEN in place, as the event had been moved from an outdoor private garden to the Hall with 24 hours' notice.
> RH to check with SG Heritage.

12 Date of next meeting

Thursday 28th September 2023 ,7.30 pm

13 Date of future meetings

Thursday 30th November 2023, 7.30 pm