

Shipton Gorge Village Hall Trust

Charity no. 291996

Minutes of the Management Committee meeting

held on 30th November 2023

Present: Julie-Bartrum-Lang (JBL), 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

See 12.

3 Approval of Minutes of last meeting held on 11th October 2023

Minutes approved and signed.

4 Matters arising from the Minutes of the last Committee Meeting

- Working party for outside maintenance: ongoing, date to be organized
> RH to suggest a date
- Meeting of chairs of village groups: ongoing, date to be organized
> RH to suggest a date
- Fire extinguisher certification: all have been checked
> GG to remind engineer at forthcoming visit to provide a certificate
- DCA fund-raising festival: JBL attended and gathered information on lottery grants, etc. We can and should apply for grants since they seem aligned to our activities; likely we'd get, e.g. a £20K grant.
- BVN correspondents' meeting: RH attended; he recommended that we should make a donation to the BVN annually, and that this should be added to the AGM agenda.
- Building plans: Fry's have confirmed that the next step would be to apply for planning permission at a cost of £180 (see item 11)
- Insurance: see item 6
- Transfer of Treasurer role: see item 6

5 Chair's report

- RH claimed £73.56 expenses
- Annual PAT testing and emergency lighting check: Craig Sorrell due 01.12

6 Treasurer's Report

The hall's finances since our last meeting had shown a good level of income and quite moderate outgoings, although energy consumption was increased.

SHIPTON GORGE VILLAGE HALL TRUST 18 Sept – 27 Nov 2023

Income

Hiring	1340.00
Artsreach + bar	586.00
Donation	25.00
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£1951.00

Outgoings

Gas	130.04
Electricity	136.82
Cleaning	187.40
Artsreach + bar	261.00
Maintenance	65.18
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£780.44

Surplus for period = £1170.56

Nat West balances:

Current account: £3,020

Reserve account: £32,994

(after addition of 100 Club subs for 2022-23 and payment of prize monies for Oct-Dec)

After receiving a renewal quotation from Allied Westminster for the hall's insurance cover (£754), TM had contacted Norris & Fisher for a second quote; this had come in at £695. After discussion, it was concluded that the saving was not sufficient reason to change insurer. JBL advised that Zurich also offered cover and would obtain a quote. There was discussion regarding the type and level of cover these policies offered hirers of the hall. JBL, RH and TM will clarify this. Allied Westminster had asked that the date of the hall's next electrical inspection be included in our electrical condition inspection report.

> RH will take up electrical condition inspection report with Craig Sorrell

>JBL to obtain a quote from Zurich

> TM/JBLRH to compare cover offered to hirers by AW and Zurich and confirm decision on insurance provider by 23.12

The hall's small lottery return to Dorset Council is due by the end of the year. The meeting authorised GG and JBL to make the return, and RH would sign a statement confirming this which would be included with the return.

JBL now has access to online banking with NatWest and will take over settling invoices and making other payments.

> TM to introduce JBL to Robert Pettit (accounts auditor)

7 Bookings report

Nothing to report. GG to be absent for two months in early 2024.

> GG to reset answerphone to direct potential hirers to another phone number to manage bookings during his absence

8 100 Club

– GG made the December draw at the end of the Committee meeting.

9 Artsreach

– Bassett 9th November: Successful show, sold out (70 sold + 5 staff comps); show / bar turned a profit. Thanks to all for helping run the event.

– Next show – Luke Wright's Silver Jubilee Thursday 1st February: Publicity notices have gone out; hard copy publicity due mid-December.

> DJ to confirm and organize postering and BVN fliers

– Accommodation (if needed) & food for performer offered by RH (as KC will be on holiday the following day)

> KC to put RH in touch with Luke Wright when contact is made

– We will run a cash bar as usual.

> RH to apply for TEN

– Various committee members volunteered to help on the day.

- Due to a programming clash, no further shows now planned for Spring 2024. All confirmed this is fine.
- Replacement Promoter: No one has volunteered in response to the advert. Mark Sexton had shown an informal interest; ideally new promoter would work alongside KC / DJ on February show.
> RH to discuss further with Mark
- It was unanimously agreed that SG wants to continue hosting Artsreach shows.
> KC to report back to Kerry Bartlett

10 Review and set hire charges for 2024

- Options:
 - no increase for 2024, but review when energy contract is confirmed
 - increase 'out of village' rates only
 It was agreed that the hall is in a good financial position and that currently there is no need to increase charges for 2024; to keep under review. We will check back in six months.
> RH to inform hirers

11 Hall improvement plans

- RH proposed that we go ahead with Fry's latest plan (P-004) of new toilets and a lobby, which will provide improved facilities and better accessibility; carried unanimously.
- All agreed the need to keep a minimum capital reserve of £10k and a working amount in our current account.
- The actual costs (not yet known) of the rebuilding would be funded from hall savings plus lottery grants / funding, tbc. We would consider fund-raising to meet the target.
- Information on the building plan to be shared with the village and hall users to give an opportunity for further comments.
- Small interim improvements to be made when necessary, including a new cooker for the kitchen, rationalizing of storage space, upgrading kitchen glassware, etc.
- A longer-term project will be to upgrade to greener / more sustainable power and heating sources when the time is right (i.e. efficiency / costs / incentives improve, within four to five years, potentially).
- It was agreed to go ahead with seeking planning permission in order to be able to start getting quotes for the work
> RH to coordinate a second village consultation: put the plans on the website; write to hirers and village organizations; arrange a date where people can come up to the hall and give simple feedback on the plans (January 2024?)
> RH to confirm with Fry's the process of seeking planning permission
> Suggestions for builders to approach to be brought to next meeting

12 AOB

- Cleaning issues review
> RH / SP to consult on a list of things that need organizing, to bring to next meeting

13 Date of next meeting

Thursday 18th January 2024 ,7.30 pm

14 Date of future meetings

Thursday 28th March 2024, 7.30 pm (AGM and Committee meeting)