

SHIPTON GORGE VILLAGE HALL TRUST

Charity No. 291996

Minutes of the Management Committee Meeting held on 11th October 2023

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Present: Richard Hewlett (RH) - Chairman, Tony Mallett (TM), Sally Parker (SP), Julie Bartrum-Lang (JB-L), Diane James (DJ)

1. Apologies for absence

Kate Chomacki (KC), Graham Garner (GG), Yvette Smith (YS), James Webster (JW)

2. Items for AOB

None

3. Approval of minutes of meeting held on 20th July 2023

A small typo was corrected following which the minutes were approved unanimously and signed by the Chairman.

4. Matters arising from the minutes

Building Improvement plan – RH had written to the PCC to seek approval in principle of the plan to improve the hall's facilities. The PCC had endorsed the proposal and forwarded it to the Diocese for approval. Elizabeth Wallis, the Trust and Property Registry Officer for the Diocese had responded saying that the Diocesan Board of Finance "has no objections to the work going ahead".

Plan attached to Lease – RH had asked Elizabeth Wallis whether the Diocesan copy of the Lease contained a plan of the hall and surrounding land, as ours didn't, even though it is referred to. Elizabeth replied that their copy also contained no plan.

Drainage – TM had repaired and modified the roof drainage pipework. The gutter outlet now discharges into the field however, once the brambles are cut down again it may be possible to reconnect to the pipe leading to the soakaway. Regular inspections would then take place. The brambles, grass and ivy also require cutting down again on the east side of the hall. JB-L said Mark Sexton had been cutting down the bramble growth in the Symes' field.

RH to arrange date for a work party (to include Ian Ferguson)

Village Diary – TM had supplied RH with the log-ins and procedure documents.

RH to arrange a meeting with Chairs of Village Organisations

Licensing – RH confirmed that Heritage had obtained an alcohol licence for the event on 15th July.

5. Chairman's report

Expenses – 2 x hand soap containers @£48.44; TEN for 9/11 @ £21.00. Approved

Fire Express certificate – **GG to be asked if he has the current certificate for 2023**

DCA Fund Raising Festival on 10/11 – **JB-L to consider attending or RH may be able to view online**

National Lottery Awards for All – from 15/11 the grant an organisation can apply for increases from a maximum of £10,000 to £20,000. Max. 16 weeks to process application.

BVN Correspondents' meeting – attended by RH. BVN keen to receive donations to enable continued distribution. **To be discussed at next meeting.** BVN require a Deputy Advertising Manager to strengthen team.

Electrical Installation Condition Report – carried out by Sorrell & Son on 18/8/23 for £202.80. The installation was deemed to be 'Satisfactory' with no items requiring remedial action.

Email received from CJ Fry & Son asking if any progress had been made with approval of plans. RH had replied stating that options were still being considered. He asked whether assistance was available should a planning application be required. Fry's responded offering to submit the application at no cost (other than planning application fee). **RH to confirm with Fry's the fee required by Dorset Council.**

Email received from Village Society asking if the trust would be able to insure use of the paddock for VS events. The insurance policy was checked and it was noted that:

- Cover is limited to trustees and the village hall
 - It covers our liability for damage, etc to premises and excludes events organised by a third party
- It was agreed that our policy would not meet the needs of the VS. **RH would respond to the VS and check**

The Conditions of Hire doc. for inclusion/accuracy of the second point.

Tree guard – RH had fitted a section of trellis to the fence to protect the rowan tree from damage by horses.

6. Treasurer's report

Financial Summary 18 July – 17 Sept 2023

Income

Hiring	<u>880.00</u>	
		£880.00

Outgoings

Gas	53.70	
Electricity	91.54	
Cleaning	209.60	
Miscellaneous	317.20	
Electrical checks	£202.80	
Music licence	£77.40	
TEN (Pimms)	£21.00	
Ale for bar	£16.00	
		£672.04

Surplus for period = £207.96

Nat West balances:

Current account: £1,654

Reserve account: £31,546 (no 100 Club liability)

Cash (bar float): £175

Since 17th September further income (and no expenditure) of approx. £300 had been received and 100 Club subscriptions for the 2023-24 year (£1620) had been paid into the bank;

Gas Tariff

Details had been circulated about a new gas tariff being offered by British Gas. The projected savings were minimal and, after discussion, it was agreed that we did not need to commit to a new contract at this time and that further tariffs from BG and others would become available for consideration in the new year.

Transfer of role of Treasurer

JB-L reported that the facility for her to be able to bank on-line was still on-going. Approval to do so had been accepted but the process of registering was going from one problem to another. **JB-L to notify TM and RH as soon as registration is completed so that handover can be carried out.**

Hall Insurance

The policy will soon be due for renewal.

TM to contact Norris & Fisher (Insurance Brokers) for a quote so we have a comparative figure ahead of our (November) renewal with Allied Westminster;

7. **Bookings report**
Nothing to report.

8. **100 Club**

We are on track this year to record 165 members.

Money paid to the hall a/c £1580 plus £40 direct payment. A further £20 should come in shortly. This will then give us £1640 plus one free ticket = 165.

We may have to think about possible standing orders for future collecting in view that people are not tending to have cash available at the time of asking. I would prefer to stay with cash a little longer but we may need to put standing orders in place sooner than later.

9. **Artsreach**

1.

Show on Thursday 9th November, 7.30

Bassett, folk duo

Could you confirm who is available to help in advance and on the day? **TM, JB-L & Mark, DJ, RH, GG and SP**

	Volunteers needed
In advance	
E-advertising	Kate (in progress)
Put up posters / flyers	Diane + co-opted helpers
Put out large boards in SG	Kate
Apply for TEN	Richard Applied on 11/10
Check and replenish bar stocks	Kate / David / Tony tbc TM purchasing required stock
Float for bar	Tony (has already?, YES but please make sure we have LOTS of coins and £5s as everyone tends to turn up with £20 notes) Noted
Small float for door (tho' hopefully most tickets will be sold in advance)	Kate
On the day	
Put up yellow direction signs	Kate
Welcome performers and provide meal / accommodation	Kate & David
Set up stage – Graham, can you confirm what time the hall will be free?	Kate, Graham, and...? Hall free from approx. 4.10pm. TM, RH, GG, DJ to set up stage/chairs as soon as hall free
Manage the stage lights	Richard Yes
Door	Diane? Yes
Staff the bar	Tony, Graham, David,... + RH, SP, JB-L and Mark available

2.

Show on Thursday 1st February, 7.30

Luke Wright, performance poet

Provisionally booked, still to be finally confirmed.

I will be going on holiday on Friday 2nd, but will be around to do the standard stuff in advance of the show and on the night with everyone's help. However,...

– Would anyone be willing to provide a meal for Luke? **Yes, RH** This will probably be something to eat

before the show, though could be afterwards, dep on what he requests?

- It doesn't look as though Luke will want accommodation, but if he decides he does, would anyone be willing to provide this? **Yes, RH**

We'll need to get the e-advertising and BVN notice done for this before Christmas, as the date is early Feb.

3.

Bob Whitley and Lee MacKenzie, Wolf at the Door

We are likely to be offered this show. Provisional dates are currently in the periods:

Wed 13 March to Sun 17 March inclusive

Wed 20 March to Sun 24 March inclusive

Waiting confirmation.

4.

Artsreach promoter role

I will keep going with this for the above three shows; after that, I will step down. **Thank you, much appreciated!**

I have prepared a simple manual explaining what to do, so everything is ready for a handover to the next person.

I have suggested we do some 'soft advertising' around the village for a replacement. I attach my draft ad for discussion / amendment. **The only amendment was a possible addition to the final bullet point:**

- **running the events on the night with the assistance of hall trustees**

It would be nice to work alongside someone who is interested before I step down, if possible. Could you think about how / where to advertise, e.g. could be BVN, noticeboards, SG Facebook page, and village email. **All of these options would be suitable.**

10. Any other business

None

11. Date of next meeting

30th November

12. Date of future meeting

18th January 2024 (tbc)

GG to advise RH if hall is available