

SHIPTON GORGE VILLAGE HALL TRUST

Charity No. 291996

Minutes of the Management Committee Meeting held on 29th January 2020

Present: Tony Mallett (TM), Richard Hewlett (RH), Kate Chomacki (KC) (arrived at 8pm), Sally Parker (SPa) (left at 8pm), Graham Garner (GG), Andrew Haydon (AH), Tony Lock (TL)

1. Welcome and apologies for absence –

a) TM welcomed all to the meeting

b) Apologies received from: Sue Porter (SPo), James Webster (JW) and Diane James (DJ), Yvette Smith (YS).

2. Items for AOB

None (but discussion of Bingo evening taken after Item 4 due to early departure of SPa).

3. Approval of minutes of meeting held on 20th November 2019

The minutes were approved unanimously and signed by the Chairman.

4. Matters arising from the minutes

The following actions had been undertaken:

- TM had written to regular users regarding charges and the revised Conditions of Hire (see Chairman's report), and RH had added a copy to the incident book. TM passed spare copies of the Conditions to GG;
- Electrical run-down testing of the emergency exit lighting had been completed at the end of November. TM would contact the fire service regarding a visit once the log of the test was received;
- A small lockable notice board (for hall safety information) had been installed, and bucket for cigarette butts purchased, by TM;
- TM had passed an additional entrance key to GG;
- TL had made the lottery licence fee payment;
- The Artsreach show on 14th December had been highly successful;
- A letterbox had been installed by TL and the toilet seat replaced by TM;
- TL confirmed to TM outside the meeting that the indemnity insurance limit for trustees had been increased to £500000, the maximum available under the policy.

5. Chairman's report

TM had contacted nine regular users of the hall in mid-January to let them know that there would be no increase in hall hire charges up to September of this year. He had also included two copies of the revised Conditions of Hire, and received signed copies back from the dog training club, the circle- and Irish dance groups, the choir, the table tennis club and the fitness class. The Parish Council, SG Heritage, and the Village Society were understood to be meeting in February and responses were anticipated after that. He would also write to the Parochial Church Council, which has an automatic right for free use of the hall on Sundays, and ask it also to confirm that it will follow the updated conditions. A replacement CO monitor had been fitted in the kitchen and a water leak from the boiler pipework had been attended to by Robert Ridge.

6. Treasurer's report

Copy of accounts attached.

TL reported a profit of £887.84 for the year and net assets of £12753.59. Items of interest concerned expenditure on gas which had fallen year on year with no obvious explanation, while an unexplained but obvious spike in electricity consumption had been observed for May 2019. Income from the 100 Club was at a record level. The hall insurance policy had been renewed in December.

7. Secretary's report

Nothing to report

8. Bookings Report

GG reported that bookings remained stable and that the hall was required for use as a Polling Station on 7th May for election of the Police Commissioner. SG Heritage had booked the hall for another Big Breakfast in May. TM would contact the Secretary to notify them that we'll record the electricity used and that a contribution may be sought to offset any exceptional costs. It was hoped that a new user – the recorder group – would feel able to continue (GG to monitor). Use of the hall had been requested as a backup in case of very poor weather requiring the Stompin' Dave gig being relocated.

9. 100 Club

TL had checked on the licence fee payment situation and reported that we are up to date and the annual return had been submitted to Dorset Council. RH had researched the rules governing 100 Club lotteries and reported that in order to comply fully we needed to make a small change by including some T&C on the reverse of the tickets to be issued in October. Trustees discussed whether or not to alter the current level of prize money awarded and the cost of membership and it was agreed that this would be revisited at the meeting after next.

10. Artsreach

KC reported that she was unable to arrange a Spring Artsreach performance due to artist unavailability. The date of the Promoter's evening would be announced imminently.

11. Fundraising

Bingo – 14th March. SPa summarised how planning was proceeding for the bingo night on 14th March; she would obtain ticket books for the game and TM would purchase the balls and checkboard to hold the balls. There would be a raffle, licensed bar (TM to organise TEN) and tea and coffee. It was decided to limit the maximum number of players to 60 to avoid overcrowding the hall. KC offered to place adverts for the evening in media outlets she uses to advertise Artsreach events and also put up a few posters on noticeboards outside the village; TM will prepare an entry for the March edition of the BVN. Chairs/tables would be set up as for a quiz and RH would obtain a box of biros.

May event – RH would see if it was possible to organise an 'Antiques Roadshow' event and discuss options with sub-committee.

Dog show – will be held on 25th July.

Talk – Depending on the success of fundraising events of the spring and summer, consideration would be given later in the year to possibly hosting a talk in the Autumn or a Bingo event (5th September).

12. Hall improvement works

Disabled access – TL and RH had looked at the condition of the access to the hall from Church Path and concluded that it was too big a job to undertake any renovation 'in-house'. RH would contact Clive Richards for a quotation to resurface the footpath.

- RH will contact Sorrel and Son and Robert Ridge as invoices had not been received for work done at the hall in late November/early December. He will also chase-up return of the log-book for the emergency lighting test.
- RH to replace out of date items in the first aid kit.
- SP had been unable to locate table clothes of the right size for hall, but would continue looking.
- TM would issue the grass cutting rota for 2020; AH volunteered to join this activity.
- TL suggested a general outdoor maintenance day to remove ivy, weeds etc from around the hall. It was provisionally agreed this would be in April.
- TM and KH would sort out a couple of planters for early summer.

13. Any other business

None

14. Date of AGM and next meeting

This will take place on **Wednesday 1st April**, 7.00 for 7.30pm, commencing with the AGM and election of trustees and followed by a short first business meeting of the new committee. TM will advertise this in the March BVN, and put posters on village noticeboards.

SHIPTON GORGE VILLAGE HALL TRUST

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2019

	<u>1st November to 31st December 2019</u>	<u>1st January to 31st December 2019</u>	<u>Year to 31st December 2018</u>
Hall income			
Hire charges	978.00	5,064.00	4,721
Rent and storage	0.00	150.00	150
	<u>978.00</u>	<u>5,214.00</u>	<u>4,871</u>
Outgoings			
Gas	56.94	265.32	375
Electricity	52.47	342.50	301
Water	20.38	121.95	120
Rent	0.00	5.00	5
Cleaning	135.03	910.20	972
Maintenance	115.77	3,408.03	3,494
Property insurance	104.20	571.20	536
Other hall expenses	0.00	358.88	0
	<u>484.79</u>	<u>5,983.08</u>	<u>5,802</u>
Surplus / (deficit) for the period	493.21	-769.08	-931
Donations received	25.00	295.00	264
Fund raising			
Income	720.00	1,202.92	1,155
Outgoings	20.00	205.51	119
	<u>700.00</u>	<u>997.41</u>	<u>1,036</u>
Artsreach			
Income	564.35	1,558.30	1,223
Outgoings	382.28	1,127.32	782
	<u>182.07</u>	<u>430.98</u>	<u>440</u>
Talks			
Income	0.00	216.90	369
Outgoings	0.00	115.80	114
	<u>0.00</u>	<u>101.10</u>	<u>255</u>
Other income			
Interest	6.17	29.47	19
Sundries	0.00	5.00	0
	<u>6.17</u>	<u>34.47</u>	<u>19</u>
	<u>1,406.45</u>	<u>1,089.88</u>	<u>1,084</u>
Other outgoings			
Performing rights	24.00	141.19	140
Committee expenses	0.00	0.00	0
Printing postage & stationery	0.00	25.85	18
Sundries	0.00	35.00	65
	<u>24.00</u>	<u>202.04</u>	<u>223</u>
Surplus for the period	<u>1,382.45</u>	<u>887.84</u>	<u>861</u>

BALANCE SHEET
AS AT 31ST DECEMBER 2019

	<u>1st November to 31st December 2019</u>	<u>1st January to 31st December 2019</u>	<u>Year to 31st December 2018</u>
Reserves brought forward	11,371.14	11,865.75	11,004
Surplus for the period	1,382.45	887.84	861
Reserves carried forward	<u><u>12,753.59</u></u>	<u><u>12,753.59</u></u>	<u><u>11,866</u></u>
Assets and liabilities			
Cash	30.00	30.00	13
Bank current account	1,426.51	1,426.51	1,347
Bank deposit account	8,885.80	8,885.80	9,371
COIF Charities account	2,463.22	2,463.22	2,449
Nationwide (100 Club)	472.13	472.13	457
Stocks, debtors and prepayments	32.47	32.47	0
	<u>13,310.13</u>	<u>13,310.13</u>	<u>13,637</u>
Less: 100 Club accrual	-430.00	-430.00	-455
Other creditors and accruals	-126.54	-126.54	-1,316
Net assets	<u><u>12,753.59</u></u>	<u><u>12,753.59</u></u>	<u><u>11,866</u></u>