

Shipton Gorge Village Hall Trust

Charity no. 291996

Minutes of the Management Committee meeting

held on 30th March 2023

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

1 Apologies for absence

DJ

JB-L not present.

RH welcomed all to the meeting.

2 Election of Chair

RH re-elected unanimously.

3 Co-option of Trustees

On hold, but we are keen to co-opt some more people. Suggestions welcome.

4 Signing of Declaration of Acceptance of Office

Circulated and signed.

5 Election of Trustees to positions of responsibility

Treasurer: JB-L has agreed to step up as Treasurer; formal election to be confirmed, as absent from meeting. TM to continue during a handover period.

TM & RH proposed to create the new role of Hall Administrator to lighten the load for the Treasurer. A list of specific tasks was circulated for discussion. It was agreed to discuss with JB-L to agree what could be removed from her brief. When defined, the new role could be advertised in the village; committee members to suggest people who might be interested.

Bookings manager: GG

Artsreach: KC (role to include getting float, paying in door takings, checking and replenishing bar stocks, jobs currently managed by TM)

100 Club: GG

Facilities coordinator: tbc, could be part of new role

Minutes: KC

Cleaning: SP

6 Approval of Minutes of meeting held on 26th January 2023

Approved and signed.

7 Matters arising from the Minutes of the last Committee Meeting

- Two new paintings are now displayed in the hall
- Baby yoga are happy with the facilities
- Bob Whitley 'Anne Boleyn' show may be part of the Artsreach menu (tbc), but it was agreed that we would not want to share promotion of this show other than advertising in the village
> RH to reconfirm to Bob Whitley
- Cooker instructions have been displayed
- Frys have been approach to draw up revised toilet designs
- Approaching the Diocese for funds for the toilets on hold until plans are firmer

8 Chair's report

- The hall insurance policy currently excludes events run jointly by two or more organizations; we should be aware of this when setting up events that involve other village societies
- The paddock is not land that is owned by the village hall; the conditions of hire make clear that use of the paddock is at own risk and it is privately owned land (it has no insurance policy)
- RH circulated the grass-cutting rota; GG, TM, RH volunteered. We could consider buying in help if necessary.
- Poppy from Baby yoga has asked if she can store equipment at the hall; space has been made in the office.

9 Treasurer's Report

TM had previously circulated breakdown of the hall's income for the period 1st January – 25th March 2023 (attached to these minutes), and made the following comments on the figures:

- Income from regular users (primarily TT club, dog club and baby massage) remained strong over the first 3 months of the year.
- February's Artsreach performance and bar returned a surplus of around £210.
- Our outgoings (including energy (£520), electrical testing (£340), water rates (£230) and fire extinguisher servicing (£175)) were quite high but the last three items were annual payments and would not therefore recur this year.
- Overall, outgoings exceeded income leading to a deficit of approx. £300 for the quarter.

The following points were also raised:

- Our new energy tariff begins April 2nd
> TM will read meters April 1st
- An honorarium for inspecting our accounts needs to be agreed (£62.50 last year). The sum of £75 was agreed.
> RH offered to purchase a Groves voucher
- Our DCA membership (our link to ACRE as well as funding highlights) is due for renewal.
> TM to pay
- TM suggested it would be useful if hirers were encouraged to pay using bank transfer rather than using cash. This was agreed.
- RH passed expenses to TM.

10 Hall hire charges

- £23 per session for out-of-village hirers and £20 for in-village hirers. We discussed whether to use CPI as a guideline for updating the charges; RH felt this was a logical approach, but it was agreed to round the figures instead. This year we may run a deficit as a result of increased energy bills, however it was felt that we risk losing hirers if the rate is pushed too high. We agreed to review in November 2023.
- Party rate £85 per session for out-of-village hirers and £55 for in-village hirers.
- Parish Council rate £182
- Polling station rate £155
- No increase in office storage charge

11 Future events

Coronation event: 7th May TEN:

> RH to liaise with GG / TM re TEN

The fete: 5th August: we'll do a Pimms stall.

> RH to apply for TEN

> KC to coordinate any banners, balloons, aprons, hats, etc. to raise the profile of the stall on the day

12 AOB

- Artsreach menu presentation is at Cerne Abbas village hall on Tuesday 16th May. KC & RH to attend afternoon session
- KC reported that Artsreach would like to limit the shows at Burton Bradstock / Shipton Gorge to ‘three or four per year’ in order to allow them to offer shows to some new villages within their funding
- TM and RH signed the Annual Report
- working party to clear area at back and side of hall Friday 14th April. TM, GG, RH; any other volunteers welcome.
 - > RH to check with Mark Sexton re his availability

13 Dates of next meetings

- 12th April, 7.30 pm
- 25th May, 7.30 pm
- 14th April – Maintenance session

Attachment

SHIPTON GORGE VILLAGE HALL TRUST 1 January -25 March 2023

Income

Hiring	1224.00
Artsreach	547.20

£1771.80

Outgoings

Gas	418.20
Electricity	101.19
Water rates	227.59
Cleaning	339.26
Maintenance (inc extinguishers)	554.03
Artsreach	337.83
Misc (kettle, copying, PCC rent, village diary)	92.67

£2070.77

Deficit for period = £298.97

	25-03-23	31-12-22
Current ac	£1,435.69	£1,734.66
Reserve ac	£30,735.37 *	£30,763.56
	£32,171.06 *	£32,498.22

* includes 100 Club