

**Isle Abbotts Village Hall Committee Meeting
Wednesday 13th May – 7.30pm at the Village Hall**

AGENDA

- 1) Apologies
- 2) Minutes of last Meeting (10th March 2009)
- 3) Matters Arising
- 4) Treasurer's Report
- 5) Secretary's Report
- 6) Grants Update
- 7) Future Events
- 8) Any Other Business
- 9) Date of Next Meeting

Isle Abbotts Village Hall Committee Meeting
Isle Abbotts Village Hall
Meeting Date: 13th May 2009

Attendees:

Robbie Robson Chair
 Diane Lucas Secretary

Pete Watts
 Jackie Jay
 Linda Adams
 Emily Colenso
 Jo Morris

Susan Robson
 Kath Phillimore
 Sarah Lucas
 Maureen Boyman
 Lesley Sutcliffe

Apologies:

Dave & Maureen Bradshaw,
 Helen Evans
 Tracy Lanfear

AGENDA ITEM	ACTION												
<p>Minutes Of Last Meeting Were agreed Robbie opened the meeting by thanking Lesley and Helen for all their hard work and welcomed new members Jo & Maureen.</p> <p>Matters Arising Robbie reported that the village hall kitchen, now completed had cost £7200 in total and all accounts have been paid. £3250 of this figure had been obtained in grants. An inventory has been compiled and copies are to be given to Maureen Bradshaw, Diane and one in the kitchen cupboard by the cooker. Peter raised the issue re: a film show & DVD hire equipment. Emily stated that whilst the youth club were willing to hire it out, there were insurance issues to check out with Dave.</p> <p>Treasurer's Report Dave on holiday but information left with Robbie. The bank balance is £318. The bank account signatories have now all been set up. The trustees for the Charity Commission are still in the process of being set up and some committee members have not supplied Dave with their dates of birth. Could everyone please do so asap.</p> <p>Village Hall Charges As Dave outlined at the AGM, the village hall charges need to reflect the ever increasing expenses that the hall incurs e.g. electricity, as well as keeping us in line with the present day. It was agreed that the following charges should be applied based on winter charging rates of £2.50 per hour as agreed at the AGM 20/04/09</p> <p>Hall & Equipment Hire (double for private non village use)</p> <table style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;">Oct –March</th> <th style="text-align: center;">Apr-Sept</th> </tr> </thead> <tbody> <tr> <td>All day (12hrs)</td> <td style="text-align: center;">£30</td> <td style="text-align: center;">£20</td> </tr> <tr> <td>Morning or afternoon (6hrs)</td> <td style="text-align: center;">£15</td> <td style="text-align: center;">£10</td> </tr> <tr> <td>Evening (4hrs)</td> <td style="text-align: center;">£10</td> <td style="text-align: center;">£7.50</td> </tr> </tbody> </table> <p>The hours represent a minimum charge and any hire exceeding the defined hours would be charged at the hourly rate. It was also agreed to set the hire charges for the equipment as follows: Tables £1 each, Chairs 25p each with China & Crockery set at a standard charge of £10 each. In addition a deposit of £20 is required per hiring and a Hire agreement to be drafted, to take into account the replacement costs.</p>		Oct –March	Apr-Sept	All day (12hrs)	£30	£20	Morning or afternoon (6hrs)	£15	£10	Evening (4hrs)	£10	£7.50	<p>Dave</p> <p>All (those who have not given Dof B)</p> <p>Maureen & Di</p>
	Oct –March	Apr-Sept											
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<p>The playgroup charges are £8.50 per hour during the winter months, although the committee are willing to negotiate with regard to numbers of children on the register.</p>	
<p>Marquee A sub-committee has been set up consisting of Robbie, Peter, Geoff & John with a view to setting up a hire agreement, setting up hire charges, & maintenance etc. At present, the charge for villager use is £250 and non villager use £600.</p>	<p>Robbie, Peter, Geoff & John</p>
<p>Secretary's Report There was nothing to report on this occasion.</p>	
<p>Grants Update The Parish Council hope to increase their support and to this end the precept will probably need to be increased. Any rise in the precept is set in November and Jackie suggested that an Open Meeting for the villagers could be held to discuss the increase and why it is necessary. i.e. roof, ceiling, floor. Linda explained that as far as grants go, there is money available in the form of Lottery Grant (Big money that could take care of roof but complicated forms!) or through the council with the help of Les Collett (SSDC Community Development Officer). Linda suggested a sub-committee to work through the best way forward, consisting of Linda, Robbie & Susan, & Dave.</p>	<p>Linda, Robbie, Susan, & Dave</p>
<p>The Village Hall needs to apply for Hallmark Registration for PC and this will be done by Robbie & Dave.</p>	<p>Robbie & Dave</p>
<p>Future Events There are 3 events in the pipeline: Poems & Puds Night Saturday 16th May International Wine Tasting Evening Saturday 13th June Summer Ball Saturday 4th July It was agreed that sub-committees are the best way forward, especially when the events are large or the issue is complex. The Poems & Puds Night is in hand with Peter, Di & Sarah coordinating the evening. Hopefully there will be around 40-50 people. The committee have all promised puds and there are quite a few willing to contribute a poem or reading. It was agreed that as many of the committee as possible should arrive at 6.30. to help set up. International Wine Tasting Evening Lesley reported that the wine merchant is booked and that the village singing group will be making a "vocal contribution with an international flavour". It was agreed that the evening should start at 7.30.pm at the hall. Tickets priced at £7 to include the wine and a ploughman's supper. Posters & tickets to be done by Emily, with poster being sent to Dave for Village web page, flyers etc. Lesley offered to do the hall with an International themed decor Food: Cheese from Sara's Dairy – Di to sort, with Jackie getting the pickle, salad garnish, bread</p>	<p>All</p> <p>Emily Lesley Jackie & Di</p>

Summer Ball – Saturday 4th July (to be held in the marquee in John Medcalf's garden). All committee members to be involved if possible, as there is a lot to do.

The theme agreed is to be "A Night at the Oscars"

The jazz band is booked Red Hot Syncopators £420 & will play from 8.30-11.00. and it was agreed that a disco would then take over so as to provide a different style of music to appeal to others. No disco has been booked as yet, Helen to be consulted. Ticket price was set at £20, to include a reception drink, main course, dessert & cheese board.

The following tasks were allocated & sub-committees were formed:

Hard Sell: Letter to the villagers, tickets & posters: Emily & Jo
Emily to locate previous letter template to modify (Dave?) and to add vegetarian choices to be ordered in advance.

Emily & Jo

Coordinator for marquee : Robbie

Robbie

Lighting & Electrics: Usually down to Dave (check with him on return from hols)

Portaloos & stage : (Peter has booked a stage to hire from Taunton as requested at a previous meeting but there is a possibility of Fivehead Drama group being willing to loan theirs to us after all. Again there may be an insurance issue here. Robbie to investigate.)

Robbie

Bar & Drinks: Pete

Peter

Food: Di, Susan, Linda & Maureen Boyman

Di, Susan, Linda
Maureen Boyman

Decoration, tablecloths & napkins: Lesley, Jackie & Sarah

Lesley, Jackie &
Sarah

Any members not present obviously get to choose how they would like to be involved! - Helen, Tracy, Dave & Maureen. (Dave earmarked for electrics)

Looking ahead to the autumn, there are a few things arranged by the Church for September. However, we will be holding a joint Harvest Supper with the Church on Sunday 4th October.

The Christmas meal for the senior citizens seemed to be appreciated by all and we'll try to repeat it, although there may be no money forthcoming from the council. Peter suggested doing it on a weekend, so that some children could entertain the diners.

Also Pete raised the possibility of Queens College Swing Band (£100) performing in the marquee next summer. This could be an afternoon or evening event, but early booking is needed.

Dates to be considered late May, early June.

<p>AOB</p> <ul style="list-style-type: none"> • Lesley suggested a letter of thanks to Richard & Sara of Sara's Dairy should be sent, as the cheese they donated for the AGM was not only very generous but extremely well presented and perfect for the occasion. • Robbie is willing to do a quarterly newsletter for the village updating them fully on the hall & events. He will check with Dave as to the numbers using the email set up on the web page. Maureen Boyman offered to distribute these. • Keys & key holders - it would seem there are a lot of keys for the hall 9 that we know of, mainly belonging to people involved with clubs & groups. Further enquiries to be made. • Recently the dish washer had not been turned on or unloaded after a hiring. Also the water heater needs to be turned off. Notices needed for the kitchen. • Emily raised the question of the marquee charge for Curry Mallet School's forthcoming ball (Sat 20th June). Last time it was free of charge (150th anniversary). Sarah also raised the same question re: forthcoming Goat Races event that the playgroup are holding Sat 6th June) After a discussion it was decided that the charge would have to be £250 for the school as it's non- village use. The playgroup could have it for free as it is village related use. John & sons will erect & dismantle. 	<p>Di</p> <p>Robbie</p> <p>Di (done!)</p>
<p>The meeting closed at 9.55.pm</p> <p>Date of Next Meeting Wednesday 10th June at 7.30.pm at The Village Hall</p>	

Chair: Robbie Robson

Signature / Date:

Banking Summary

19/03/2009 Through 06/05/2009 (in U.K. Pounds Sterling)

07/05/2009

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Category Description	19/03/2009- 06/05/2009
INCOME	
Grants	
Kitchen	150.00
TOTAL Grants	150.00
Village Hall Income	
Hall Hire & Donations	10.00
Singing Group	40.00
TOTAL Village Hall Income	50.00
TOTAL INCOME	200.00
EXPENSES	
2 Kitchen Refit	
Fitting	3,145.25
Flooring	345.00
Opening	16.29
Sundry Materials	60.32
Units	-28.14
TOTAL 2.Kitchen Refit	3,538.72
3 Village Hall expenses-Village hall running co...	
Electricity	130.00
Maintenance	50.41
TOTAL 3 Village Hall expenses-Village hall r...	180.41
6.Other Expenses	
Committee Expenses	25.62
TOTAL 6.Other Expenses	25.62
TOTAL EXPENSES	3,744.75
TRANSFERS	
FROM Business Premium Account	3,804.00
FROM Cash Account	512.98
TO Current Account	-4,316.98
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-3,544.75

07/05/2009

Account Balances
As of 07/05/2009 (in U.K. Pounds Sterling)

Page 1

Account	07/05/2009 Balance
Bank Accounts	
Business Premium Account	2.95
Current Account	669.96
TOTAL Bank Accounts	672.91
Cash Accounts	
Cash Account	31.61
TOTAL Cash Accounts	31.61
Liability Accounts	
Liability	-386.43
TOTAL Liability Accounts	-386.43
OVERALL TOTAL	318.09