

**Isle Abbotts Village Hall Committee Meeting  
Wednesday 5<sup>th</sup> August – 7.30pm at the Village Hall**

**AGENDA**

- 1) Apologies
- 2) Minutes of last Meeting (10<sup>th</sup> June 2009)
- 3) Matters Arising
  - a) Reactions to newsletter
  - b) Summer Ball
  - c) Poems and Puds Booklet
  - d) Senior Citizen's Christmas Meal
  - e) Free Bread Making Classes
  - f) Online Food Safety Course
- 4) Treasurer's Report
- 5) Secretary's Report
- 6) Future Events
  - a) Open Tower – 15<sup>th</sup> August
  - b) Provisional Event – 12<sup>th</sup> September
  - c) Harvest Lunch with Church – 4<sup>th</sup> October
- 7) Any Other Business
  - a) Playgroup equipment
- 8) Date of next Meeting

# Isle Abbotts Village Hall Committee Meeting

Wednesday 5<sup>th</sup> August 2009

**Present:** Robbie & Susan Robson, Dave & Maureen Bradshaw, Diane Lucas, Jo Morris, Kathleen Phillimore, Lesley Sutcliffe, Peter Watts, Jackie Jay, Maureen Boyman, Tracy Lanfear, Helen Evans

**Apologies:** Sarah Lucas, Linda Adams, Emily Colenso.

**Minutes of the last meeting** (10/06/09) were read and approved.

## Matters arising

a) **Reactions to newsletter** Robbie reported to the committee that he had received a letter from the Parish Council expressing their concerns regarding the 3<sup>rd</sup> paragraph of the newsletter. This relates to the suggestion of an open meeting to discuss the huge cost of repairs to the village hall roof and in particular the impact this may have on the precept. Robbie apologised to the committee for "jumping the gun" on this matter and explained that he was now in close communication with Tony Habberfield (Chairman of PC).

The PC took particular exception to the possibility of an increase in the precept, pointing out that it was not up to an outside body to determine this figure and could be seen as undermining the PC's confidence in their elected role. They also feel that open meetings do not appeal to many and cause "embarrassment & intimidation" and suggest a village referendum as a better option, giving people a chance to vote in confidence.

However, the letter also states that they are very keen to support local groups when able, but in any event of a grant being issued the PC would require a full structural report, 3 written estimates and a business plan.

Jackie Jay (parish councillor) wished it to be known she was not present at that particular PC meeting and therefore did not take part in the discussion that had followed.

As the next PC meeting is on 2<sup>nd</sup> September, it was agreed that it would not be possible to have this information in place in time, so it will be postponed until everything is sorted out. Susan reminded us that Les Collett from District Council said that DC money would not forthcoming without PC monies. A subcommittee was duly formed consisting of **Robbie & Dave** who are currently completing the business plan for the hallmark status; **Linda Adams**, to be asked to handle the grants and push that forward; **Jo Morris** also offered to join this committee.

**Dave** offered to contact the Conservation Officer at SSDC for a recommendation for a suitable surveyor, used to dealing with older buildings such as the village hall.

Dave suggested a combination of an open meeting, promptly followed by a letter for their vote might be the best approach, but clearly in close liaison with the PC.

Otherwise, the newsletter was deemed a useful tool and the next one will be delivered 25<sup>th</sup> September, with a deadline for entries of Monday 7<sup>th</sup> September. £1 to advertise items for sale.

b) **Summer Ball** Robbie thanked not only the committee for their input and help, but the non committee members who assisted. It was a very successful event that realised a healthy profit (see Treasurer's Report). Notes for future reference to be made regarding quantities of food and in particular alcohol as there was a lot of surplus to be disposed of. Peter managed to sell on most of it and John Medcalf was given a cask of left over beer for his generosity in hosting the event. Also, in future tickets should state that no extra alcohol is to be brought as this clearly has an effect on our bar sales for such events.

c) **Poems & Puds Booklet** This item is to be discussed at a later meeting as material has not been forthcoming and there has been no time to focus on it.

d) **Senior Citizen Christmas Meal** Jo reported that the grant forms to SSDC have been duly completed and she has applied for £300.

e) **Breadmaking Class** Helen thanked all those who had attended the classes (16 approx) and those present who had been "kneading dough" agreed that it had been a very enjoyable and worthwhile exercise.

f) **Online Food Course** Helen reminded everyone about this course which is free if registered before the end of August. This also counts towards the Village Hall Hallmark. Helen, Jo, Tracy and Susan are willing to partake and should return their forms to Helen.

**Treasurers Report** Dave provided all present with a copy of accounts and highlighted the following salient figures:

The balance stands at £2695.63

The Summer Ball made £1370.17

Income : Curry Mallet will be receiving an invoice in respect of marquee hire (£250)

Expenses : We have yet to receive a bill for the Wine Tasting Evening.

**Secretary's Report** Di reported that a letter is to be sent to Cornish Country Larder at North Bradon Farm for their generous donation of cheese for the ball. Robbie added that he had written to all who had donated raffle prizes. Parish Magazine will include mention of Sainsbury's Food Token (£10) and lost cufflink along with future events

## Future Events

- a) **Open Tower Afternoon** (Sat 15<sup>th</sup> Aug) Peter made an appeal for extra helpers for the afternoon. Donations welcomed for produce & cake stall (Gaynor).

Susan & Di suggested that newly fledged bread makers might like to provide some goodies for a "Ministry of Bread" table.

- b) **12<sup>th</sup> September** – Plans for an event on this date were shelved as the Church has events happening that day (Sponsored Bike Ride) and the week before.
- c) **Harvest Meal** – A sub-committee was formed consisting of **Susan, Diane, Maureen Bradshaw, & Maureen Boyman**. **Susan** to talk to Elaine to arrange a meeting to discuss date & details of food etc.
- d) Jackie & David Jay's antique themed quiz evening was set for **Friday November 20<sup>th</sup>** and will be entitled "A walk through time".
- e) **Senior Citizens Meal** - Saturday 5<sup>th</sup> December.

## AOB

**Playgroup equipment** – *The state of the slide & climbing frame at the moment is dangerous, as it is 25yrs old, rusty & the paint is flaking very badly. In 1999 ROSPA inspected and it was recommended that it should be repainted, which was done. The next inspection was in June 2007 and at the Sept. 07 meeting Lesley reported that ROSPA said the equipment was OK but should be de-scaled and repainted. The committee agreed that Peter Herbert was to be asked to do this, which for whatever reason has never happened.*

All committee members should have received 2 emails from Sarah regarding the possibility of the playgroup obtaining a substantial grant that they would like to use to replace the slide and climbing frame at the rear of the hall. This poses a dilemma for the committee in as much that the current equipment was donated by the PC to the village (1983/4) for the use of all children. If the playgroup were successful in obtaining new play equipment, it would then be their property, posing various insurance questions for both parties. To refurbish the current equipment properly would involve removal, shock blasting and repainting at huge expense (£1000?).

After a lengthy debate and a show of hands, it was agreed that in principle, given the current condition, the slide and climbing frame should be removed. It was also agreed that Robbie should rope it all off with a warning sign to protect our liability. Dave suggested that should the playgroup be unsuccessful, then ROSPA evaluation would be necessary. We await the result of the playgroup's grant application.

The hall has a tent gazebo 9mx3m for sale. Dave will erect it in his garden for those interested this week – Lesley? Peter?

**Date of next meeting – Wednesday 28<sup>th</sup> October 7.30. at the Village Hall.**

The meeting closed at 9.30pm.

# Account Balances

As of 04/08/2009 (in U.K. Pounds Sterling)

04/08/2009

Page 1

Account	04/08/2009 Balance
<b>Bank Accounts</b>	
Business Premium Account	3.19
Current Account	2,477.86
<b>TOTAL Bank Accounts</b>	<b>2,481.05</b>
<b>Cash Accounts</b>	
Cash Account	111.80
<b>TOTAL Cash Accounts</b>	<b>111.80</b>
<b>Asset Accounts</b>	
Customer Invoices	520.00
<b>TOTAL Asset Accounts</b>	<b>520.00</b>
<b>Liability Accounts</b>	
Liability	-417.22
VAT Control	0.00
<b>TOTAL Liability Accounts</b>	<b>-417.22</b>
<b>OVERALL TOTAL</b>	<b>2,695.63</b>

# Banking Summary

06/04/2009 Through 01/08/2009 (in U.K. Pounds Sterling)

04/08/2009

Page 1

Category Description	06/04/2009- 01/08/2009
<b>INCOME</b>	
1.Bank Interest	0.24
2.Grants	
Kitchen	150.00
TOTAL 2.Grants	150.00
3.Village Hall Income	
Election Hire	150.00
Hall Hire & Donations	80.00
Keep Fit	60.00
Playgroup Hall Hire	247.50
Singing Group	70.01
TOTAL 3.Village Hall Income	607.51
4. Events income	
2009 Ball	
Bar Income	1,124.33
Donation-Charitable Donations - Cash	20.33
Heads & Tails	65.00
Raffle	357.50
Tickets	2,300.00
TOTAL 2009 Ball	3,867.16
International Wine	
Tickets	298.00
TOTAL International Wine	298.00
Poems & Puds	
Raffle	57.10
Tickets	229.00
TOTAL Poems & Puds	286.10
TOTAL 4. Events income	4,451.26
5.Marquee income	500.00
<b>TOTAL INCOME</b>	<b>5,709.01</b>
<b>EXPENSES</b>	
Uncategorised	0.00
2.Kitchen Refit	
Fitting	3,145.25
Flooring	345.00
Opening	50.81
Sundry Materials	33.01
Units	-28.14
TOTAL 2.Kitchen Refit	3,545.93
3.Village Hall expenses-Village hall running co...	
Community Council for Somerset	25.00
Electricity	335.00
Fire Certification	50.31
Grass cutting	72.00
Maintenance	71.69
Water charges	27.99
TOTAL 3.Village Hall expenses-Village hall r...	581.99
4.Events Expense	
2009 Ball	
Bar	855.54
Bucks Fizz	62.99
Decorations	130.13
Equipment Hire	68.00

# Banking Summary

06/04/2009 Through 01/08/2009 (in U.K. Pounds Sterling)

04/08/2009

Page 2

Category Description	06/04/2009- 01/08/2009
Food	426.33
Licence	21.00
Loo Hire	138.00
Music	595.00
Waiting & Bar Staff	200.00
TOTAL 2009 Ball	2,496.99
Poems & Puds	
napkins Etc	5.00
Speaker	25.00
TOTAL Poems & Puds	30.00
Wine Tasting	
Food	51.35
TOTAL Wine Tasting	51.35
TOTAL 4.Events Expense	2,578.34
5.Marquee Expenses	
Maintenance	14.22
TOTAL 5.Marquee Expenses	14.22
6.Other Expenses	
Committee Expenses	25.62
TOTAL 6.Other Expenses	25.62
<b>TOTAL EXPENSES</b>	<b>6,746.10</b>
<b>TRANSFERS</b>	
FROM Business Premium Account	3,804.00
FROM Cash Account	3,491.83
FROM Customer Invoices	232.50
TO Current Account	-7,295.83
TO Cash Account	-232.50
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-1,037.09</b>

## 2009 ball

19/03/2009 Through 01/08/2009 (in U.K. Pounds Sterling) (Accrual Basis)

04/08/2009

Page 1

Category Description	19/03/2009- 01/08/2009
<b>INCOME</b>	
4. Events income	
2009 Ball	
Bar Income	1,124.33
Donation-Charitable Donations - Cash	20.33
Heads & Tails	65.00
Raffle	357.50
Tickets	2,300.00
TOTAL 2009 Ball	3,867.16
TOTAL 4. Events income	3,867.16
<b>TOTAL INCOME</b>	<b>3,867.16</b>
<b>EXPENSES</b>	
4. Events Expense	
2009 Ball	
Bar	855.54
Bucks Fizz	62.99
Decorations	130.13
Equipment Hire	68.00
Food	426.33
Licence	21.00
Loo Hire	138.00
Music	595.00
Waiting & Bar Staff	200.00
TOTAL 2009 Ball	2,496.99
TOTAL 4. Events Expense	2,496.99
<b>TOTAL EXPENSES</b>	<b>2,496.99</b>
<b>OVERALL TOTAL</b>	<b>1,370.17</b>