

**Isle Abbotts Village Hall Committee Meeting  
Wednesday 28<sup>th</sup> October 2009 – 7.30pm at the Village Hall**

**AGENDA**

- 1) Apologies
- 2) Minutes of last Meeting (5<sup>th</sup> August 2009)
- 3) Matters Arising
  - a) Progress report on Village Hall repairs (Robbie/David)
  - b) Harvest Lunch (Peter/Susan)
  - c) Poems and Puds Booklet (Peter)
  - d) Grant application for playgroup equipment (Sarah)
- 4) Treasurer's Report
- 5) Secretary's Report
- 6) Future Events
  - a) Quiz – A Walk Through Time - Friday, 20<sup>th</sup> November (Jackie)
  - b) Senior Citizen's Christmas Meal – Saturday 5<sup>th</sup> December (Jo)
  - c) Queens College Swing Band (Peter)
- 7) Any Other Business
  - a) Village Hall keys from Liz Roper
  - b) Newsletter – next publication 18<sup>th</sup> December (Robbie)
  - c) AGM Community Council for Somerset (David)
- 8) Date of next Meeting

# Isle Abbots Village Hall Committee Meeting

## Wednesday 28<sup>th</sup> October 2009

**Present:** Robbie & Susan Robson, Dave Bradshaw, Diane Lucas, Jo Morris, Kathleen Phillimore, Lesley Sutcliffe, Peter Watts, Jackie Jay, Maureen Boyman, Sarah Lucas, Helen Evans, Emily Colenso, Linda Adams, \*Peter Herbert.

\*Peter Herbert present as observer for Parish Council

**1. Apologies:** Maureen Bradshaw, Tracy Lanfear

**2. Minutes of the last meeting** (05/08/09) were read and approved.

### **3. Matters arising**

**a) Progress Report on Village Hall Repairs** Dave is still gathering estimates but had 2 for the committee to view (one was slow to respond, not very promising), however Court Design & Conservation have quoted £550+VAT. He pointed out that the small print needs studying. Jo knows a retired surveyor who could look at this/check it out and undertook to arrange this. Dave also suggested that if he, Robbie & Peter were also present when the surveyor carried out his inspection, they would gain maximum information. It was agreed, in principle that a structural survey should go ahead.

The various avenues for funding are being investigated and coordinated by Jo & Linda. As was discussed at the last meeting, the PC require a full structural surveyor's report, 3 estimates and a written business plan as well as grants either applied for or obtained. Linda explained that the big Lottery grant does not require local council support, and as far as other grants go, some do but most don't need PC input.

Peter Watts queried the wisdom of spending money to survey & renovate the hall as opposed to trying to fund and build a new village hall. One of the problems with a new build is the lack of a site, not to mention the funding. There followed a lengthy debate but eventually a final decision was made, (after a vote proposed by Dave & seconded by Peter) in favour of maintaining the present hall to a good and full standard.

As was pointed out by several, it is vital that as a committee we are united in our resolve to progress in the best interests of the village and its hall. In addition, the committee felt that it needs to be a decision made in the future by the village as a whole and in the Village Plan it was the opinion of the majority that the hall was adequate for the needs of the community it serves.

**b) Harvest Lunch** Susan stated that the Harvest Lunch had been a successful event with £300 being raised to be split between the hall and Church. At a recent PCC meeting the suggestion was made that we alternate with the Church each year to host the event.

This was felt to be the best way forward, rather than have 2 events often close together and also involving, to a large extent, the same workforce.

**c) Poems & Puds Booklet** Peter has been unable to make any progress with this as he has not received any material. He asked that all those who made puddings on the night could forward their recipes to him, plus any poems they may have penned.

**d) Grant application for Playgroup Play equipment** Sarah reported that the playgroup has failed to secure a grant from Sure Start. The reason given was related to the small number of children currently on the register. Jo & Linda have identified other channels to try and will be applying in the future. In the meantime, the equipment needs inspecting and Di will contact ROSPA to arrange.

**e) Training Courses** Helen told the committee that following the success of the bread making course, further free courses (usually £7+ a session) were available to 10-12 people, (min. 9hrs, and max. 12 hrs), as long as 50% of the "bread makers" attended. Course suggestions ranged from Tai Chi, Flower arranging, First Aid, Curtain making, & Upholstery. Helen will see what can be arranged for early next year.

**4. Treasurer's Report** Dave was able to report that funds stand at £2950 with some liabilities, namely EDF for electricity & Wine Tasting Evening. A bill for the latter has not been forthcoming. The Summer Ball is the main reason for the healthy balance. Dave now issues invoices for businesses and charities and asked that the winter fees for the playgroup be on the next agenda for discussion. He also revealed that the Village Hall has been left a sum of money from the late Georgie Murphy's estate. In light of this, it was agreed that the hall rental charge would be free for the refreshments that will follow Georgie's memorial service (Tues 17<sup>th</sup> Nov 3pm). The link Dave has set up for the Committee was praised and at this point Sarah asked to book the hall for the PG on Sunday 13<sup>th</sup> December for Santa Train Rides & refreshments.

**5. Secretary's Report** Nothing to report.

## **6. Future Events**

### **a) "A Walk Through Time" Friday 20<sup>th</sup> November 7.30.**

Jackie & David Jay have drawn up an antique themed quiz with artefacts to look at and try. They are happy to set up in the afternoon themselves but obviously need the support of the committee for the rest. Having discussed the question of providing food, it was carried that we should feed the masses (8 for- 6 against). We should meet at the hall at 6.45. Volunteers for the following jobs are as follows:

Posters: **Emily**

Tickets: **Di** ( priced at £6.50 – b.y.o. drinks)

Selling: **Jo**

\*Hearty soup: **Lesley, Kath, Helen, Susan & Di.** (Maureen Boyman on standby)

\*Bread: **Helen & Emily**

\* **Jackie** to forward authentic recipes as befits the occasion.

**b) Senior Citizens' Christmas Meal** As a grant is not available, Jo will be approaching businesses for sponsorship and it was agreed that hall would make up any shortfall. It is a very worthwhile exercise and was thoroughly appreciated by all who came last year. Lesley has the invitations and guest list on her computer and will reproduce for this year. Peter H. offered to deliver invites. Jo will also try to get produce/goods donated and will confirm on 20<sup>th</sup> (Quiz Night) what she's managed to acquire. Entertainment will be in the form of a Nativity Play by the children at 2pm, followed by IA Singers at 2.30pm approx.

**Please see attachment detailing who did what last time as a rough guide to this year's format.**

**c) Queens College Swing Band** Peter has discovered that the band has no dates available for the summer, and can only do March (too chilly given the marquee is the intended venue). He is investigating another band option.

## **7. AOB**

**a) Village Hall Keys** – Liz Roper’s set. Emily has these and will check if she still has the other Keep Fit set.

**b) Newsletter** – Robbie said its due out on 18<sup>th</sup> Dec. and the deadline is 11<sup>th</sup> Dec.

**c) AGM Community Council for Somerset** Dave attended this meeting and gained useful information re: Hallmark. Using the web link he has provided for the committee, it is possible to access all the information i.e Hallmark Checklists, calendar etc.

At levels 1 & 2 , he thought we are probably covered.

Level 3, however may need looking at and **committee members should expect communication & tasks** e.g maintenance such as broken windows, pipe lagging etc.

Recently an environmental inspection was made and our new kitchen failed, because the microwave was dirty. Dave has cleaned it. Other known tasks: Gents toilet needs a water heater, septic tank looks full, and the drains were recently blocked with sand.

Sarah to speak to Christine as it seems likely a PG issue – washing off sand from toys in the sink rather than outside, or simply children pouring sand down there.

He also requested that everyone contact him with the year they joined the committee for the Trustee List.

## **8. Date of next meeting – Wednesday 13<sup>th</sup> January 7.30. at the Village Hall**

The meeting closed at 9.30pm.

Chairman’s Signature \_\_\_\_\_ Date\_\_\_\_\_

**Account Balances**  
As of 28/10/2009 (in U.K. Pounds Sterling)

Account	28/10/2009 Balance
<b>Bank Accounts</b>	
Business Premium Account	3.19
Current Account	2,842.86
<b>TOTAL Bank Accounts</b>	<b>2,846.05</b>
<b>Cash Accounts</b>	
Cash Account	109.35
<b>TOTAL Cash Accounts</b>	<b>109.35</b>
<b>Asset Accounts</b>	
Customer Invoices	0.00
<b>TOTAL Asset Accounts</b>	<b>0.00</b>
<b>Liability Accounts</b>	
Liability	-251.65
VAT Control	0.00
<b>TOTAL Liability Accounts</b>	<b>-251.65</b>
<b>OVERALL TOTAL</b>	<b>2,703.75</b>

## Banking Summary

06/04/2009 Through 28/10/2009 (in U.K. Pounds Sterling)

Category Description	06/04/2009- 28/10/2009
<b>INCOME</b>	
1.Bank Interest	0.24
2.Grants	
Kitchen	150.00
TOTAL 2.Grants	150.00
3.Village Hall Income	
Advertising Revenue	3.00
Election Hire	150.00
Hall Hire & Donations	215.00
Keep Fit	60.00
Playgroup Hall Hire	247.50
Singing Group	100.01
TOTAL 3.Village Hall Income	775.51
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
Harvest Lunch	150.00
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	4,601.26
5.Marquee income	500.00
<b>TOTAL INCOME</b>	<b>6,027.01</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	755.00
Fire Certification	50.31
Grass cutting	120.00
Maintenance	71.69
Water charges	27.99
TOTAL 3.Village Hall expenses-Village hall r...	1,049.99
4.Events Expense	
2009 Ball	
Bar	855.54
Bucks Fizz	62.99

## Banking Summary

06/04/2009 Through 28/10/2009 (in U.K. Pounds Sterling)

Category Description	06/04/2009- 28/10/2009
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
<b>TOTAL 2009 Ball</b>	<b>2,496.99</b>
Poems & Puds	
napkins Etc	5.00
Speaker	25.00
<b>TOTAL Poems &amp; Puds</b>	<b>30.00</b>
Wine Tasting	
Food	51.35
<b>TOTAL Wine Tasting</b>	<b>51.35</b>
<b>TOTAL 4.Events Expense</b>	<b>2,578.34</b>
5.Marquee Expenses	
Maintenance	21.67
<b>TOTAL 5.Marquee Expenses</b>	<b>21.67</b>
6.Other Expenses	
Committee Expenses	25.62
<b>TOTAL 6.Other Expenses</b>	<b>25.62</b>
<b>TOTAL EXPENSES</b>	<b>7,221.55</b>
<b>TRANSFERS</b>	
FROM Business Premium Account	3,804.00
FROM Cash Account	4,276.83
FROM Customer Invoices	842.50
TO Current Account	-8,080.83
TO Cash Account	-842.50
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-1,194.54</b>

# Register Report

19/03/2009 Through 24/10/2009 (in U.K. Pounds Sterling)

28/10/2009

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Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 18/03/2009</b>							<b>0.00</b>
21/03/2009	Liability		EDF Energy Direct D...		3.Village Hall expe...		65.00
06/04/2009	Liability		Opening Balance		[Liability]		0.00
13/04/2009	Liability		Edf Energy		3.Village Hall expe...		-427.05
21/04/2009	Liability		EDF Energy Direct D...		3.Village Hall expe...		65.00
21/05/2009	Liability		EDF Energy Direct D...		3.Village Hall expe...		65.00
13/06/2009	Liability		Majestic Wine		4.Events Expense:...		-200.00
21/06/2009	Liability		EDF Energy Direct D...		3.Village Hall expe...		65.00
24/07/2009	Liability		EDF Energy Direct D...		3.Village Hall expe...		140.00
24/08/2009	Liability		EDF Energy Direct D...		3.Village Hall expe...		140.00
24/09/2009	Liability		EDF Energy Direct D...		3.Village Hall expe...		140.00
30/09/2009	Liability		Edf Energy		3.Village Hall expe...		-304.60
<b>TOTAL 19/03/2009 - 24/10/2009</b>							<b>-251.65</b>
<b>BALANCE 24/10/2009</b>							<b>-251.65</b>
<b>TOTAL INFLOWS</b>							<b>680.00</b>
<b>TOTAL OUTFLOWS</b>							<b>-931.65</b>
<b>NET TOTAL</b>							<b>-251.65</b>