

**Isle Abbotts Village Hall Committee Meeting
Wednesday 13th January 2010 – 7.30pm at the Village Hall**

AGENDA

- 1) Apologies
- 2) Minutes of last Meeting (28th October 2009)
- 3) Matters Arising
 - a) Progress report on village hall repairs (Robbie/David)
 - b) Outside Playgroup play equipment + ROSPA inspection (Sara/Di)
 - c) Training Courses (Helen)
 - d) 'A Walk Through Time' - Friday 20th November 2009 (Jackie/Robbie)
 - e) Senior Citizen's Christmas Meal – Saturday 5th December 2009 (Robbie)
- 4) Treasurer's Report + future bookings
- 5) Secretary's Report
- 6) Future Events
 - a) Queens College String Band (Peter)
 - b) Village Revue – set date
- 7) Any Other Business
 - a) Newsletter - next publication 26th March – final contributions date 15th March (Robbie)
 - b) PRS & PPL joint charge proposal (David)
- 8) a) Date of next meeting
 - b) Date of AGM

Isle Abbotts Village Hall Committee Meeting

Wednesday 13th January 2010

Present: Robbie Robson (Chairman), Dave Bradshaw (Treasurer), Diane Lucas (Secretary)

Linda Adams, Maureen Boyman, Maureen Bradshaw, Helen Evans, *Peter Herbert, Jackie Jay, Tracy Lanfear, Sarah Lucas, Jo Morris, Kathleen Phillimore, Susan Robson, Lesley Sutcliffe, & Peter Watt *Peter

Herbert present as observer for Parish Council

1. Apologies: None received

2. Minutes of the last meeting (28/10/09) were read and approved.

3. Matters arising

a) Progress Report on Village Hall Repairs

Robbie reported that the surveyor's report (Court Design & Conservation) was very thorough. The biggest concern to emerge was the asbestos roof in the storage area between the kitchen and toilets. There is a double layer and it is necessary to establish what lies between and how to deal with it etc. Consequently, it was agreed that it has to be assessed by a licensed asbestos specialist. Jo has a contact in that line (S. Roberts) and will contact them. Failing that, Court Design can be consulted for a recommendation.

Robbie also reported that he attended the last PC meeting and advised them that the information they require (i.e. survey, 3 estimates & business plan) will be ready for their next meeting – 3rd March. The issue of mains drainage connection was raised but Dave pointed out that it would not be cost effective for the hall as currently the costs are £43 approx. every 6 months and mains would probably treble this amount.

b) Play Equipment

Diane has been in touch with ROSPA re: inspection and discovered the present cost would be £198 + VAT as opposed to £63 + VAT in June, when the inspector is in the area. It was agreed to delay the inspection and in the absence of any grant money, it was also agreed to investigate the costs of shot blasting and repainting it. Jo will speak to John Matravers about it.

c) Training Courses

Helen told the committee that following the success of the bread making courses, she has arranged Tai Chi classes starting Wed 20th January, with half of the "breadmakers" attending. (a necessary clause!)

Jo expressed concerns regarding the way the classes were publicised and asked that all classes be fully advertised on village notice boards so that everyone in the village may participate.

d) A Walk through Time

Jackie & David Jay were thanked for the excellent and informative evening they arranged recently in November.

It raised a satisfying £370. Jackie thanked all for their support, especially the stew cooks and bread bakers.

e) Senior Citizen's Christmas Meal

17 senior citizens were wined and dined and many letters of thanks have been received. Thanks to Linda & Jo's collection of donations from local supermarkets & businesses, the actual cost to the VH was only £34. Robbie thanked the committee for all their hard work that day, setting up and decorations etc. The ladies who prepared and cooked the meal were also thanked and Diane circulated a list to complete details of quantities cooked for future reference.

4. Treasurer's Report

Dave reported that the balance stands at £2386.93. This takes into account £427 owing to EDF for electricity with £111 in credit. It would seem we are on a particularly good rate at present 9.7p per unit (previously 14p).

As revealed at the last meeting, the late Georgie Murphy has made a bequest of £1,000 to the VH and Dave asked all committee members to consider how best to spend this in remembrance of this well respected onetime member of our community.

Hallmark Dave has circulated the checklist via the committee web link and will, once complete, in his view get us up to the required status. On completion of stages 1&2, the Community Council will be contacted to arrange an audit/visit.

Jo has completed the Equal Opportunities Policy (also available on web link) and proceeded to read the main points, as she wished the committee to be aware of all implications relating to children and vulnerable adults.

It has also become clear that it is necessary to liaise with Maureen Bradshaw (Bookings Clerk) with regard to the hiring agreement. Dave said a Hirer's Guide was desirable for both the hall and marquee.

The email forwarded by Dave from Eileen Zoers (our local vh adviser at **ACRE) regarding the inevitable cuts for funding to village halls was discussed and many felt that village hall funding cannot be a priority in the SCC . It is, however up to everyone should they choose to lobby their councillor.

Hall Bookings Maureen detailed the next 3 months bookings:

January

16th am – private party

Tai Chi classes starting 20th for 8 weeks

Police Surgery every 2 months

Feb

7th PCC breakfast

12th Chinese New Year – Helen & Danny hoping this event will happen, but dependant on son! Profits would be shared with their son & VH.

March

3rd PC Meeting

25th or 6th May - Polling Day

5. Secretary's Report Already covered in previous items and nothing new to report.

6. Future Events

a) Queens College Swing Band Peter Watts has been in touch with them and offered 2 dates 7th /14th May.

Friday 14th May was booked with details to be finalised in the future. Helen suggested a Village Show for Sunday 16th May whilst the marquee was up and this was deemed a good idea. Details to be arranged later too.

b) Village Revue Marquee bookings for 4th & 10th July ruled out these dates and it was decided that Sat. 4th September was the best option, taking into account school terms & holidays, world cup finals! etc.

With regard, to the marquee, Jo proposed that some marquee money be “earmarked” for future marquee maintenance.

Peter W & Diane pointed out that the marquee is not looking as good as it did, so it will probably be needed sooner rather than later. Also this should be reflected in current hiring costs.

A.O.B.

a) Newsletter – The next publication is due out on 26th March (deadline 15th March – contributions to Robbie)

b) PRS & PPL joint charge proposal – Dave has sent a letter to Eileen Zoers, (a copy was forwarded to all in Dec), outlining the unfairness of this idea with particular regard to small halls like us.

c) Lesley congratulated Dave on his hard work re: committee web page. It is undoubtedly a great asset for us and clarifies everything. *Everything you need to know as a committee member is here – please have a look.*

d) More events Jo suggested we should take advantage of St George's Day falling on a Friday (**23rd April**) and an event is to be planned. Pigs masquerading as dragons for racing? Details also to be discussed at next meeting.

As that is several weeks away, **Friday 19th March** was earmarked for a Curry Night possibly with a quiz, again with no details arranged. Some serious event planning is necessary at the next meeting!

8. a)Date of next meeting & AGM dates – Wednesday 17th February at 7.30. at the Village Hall

b)Approval of the accounts Wednesday 14th April

AGM Wednesday 21st April

The meeting closed at 9.40pm.

Chairman's Signature _____ Date_____

** ACRE stands for Action with Communities in Rural England

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

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

Banking Summary

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

Category Description	06/04/2009- 28/10/2009
INCOME	
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
TOTAL INCOME	6,027.01
EXPENSES	
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
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	21.67
TOTAL 5.Marquee Expenses	21.67
6.Other Expenses	
Committee Expenses	25.62
TOTAL 6.Other Expenses	25.62
TOTAL EXPENSES	7,221.55
TRANSFERS	
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
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-1,194.54

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
BALANCE 18/03/2009							0.00
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
TOTAL 19/03/2009 - 24/10/2009							-251.65
BALANCE 24/10/2009							-251.65
TOTAL INFLOWS							680.00
TOTAL OUTFLOWS							-931.65
NET TOTAL							-251.65