

**Isle Abbotts Village Hall Committee Meeting  
Wednesday 17<sup>th</sup> February 2010 – 7.30pm at the Village Hall**

**AGENDA**

- 1) Apologies
- 2) Minutes of last Meeting (13<sup>th</sup> January 2010)
- 3) Matters Arising
  - a) Progress report on village hall repairs (Robbie) Curtains (Jo)
  - b) Outside Playgroup play equipment (Jo ref John Matravers)
  - c) Chinese New Year evening (Helen)
- 4) Treasurer's Report
  - a) Winter fees for Playgroup
  - b) Georgie Murphy's bequest
  - c) Hallmark update
- 5) Secretary's Report
- 6) Future Events
  - a) Curry Night (Friday 19<sup>th</sup> March) clashes with Curry Mallet school pig racing - Discussion
  - b) St George's Day event (Friday 23<sup>rd</sup> April) Pig/Dragon Racing
- 7) Any Other Business
- 8) a) Date of next meeting (Note Accounts approval Wednesday 14<sup>th</sup> April. AGM Wednesday 21<sup>st</sup> April)

Isle Abbots Village Hall Committee Meeting  
Wednesday 17<sup>th</sup> February 2010

**Present:** Robbie Robson (Chair) Dave Bradshaw (Treasurer), Diane Lucas (Secretary) Maureen Boyman, Maureen Bradshaw, Jo Morris, Kathleen Phillimore, Peter Watts & Peter Herbert as PC observer.

**Apologies:** Linda Adams, Helen Evans, Jackie Jay, Tracy Lanfear, Sarah Lucas, & Lesley Sutcliffe.

**Minutes of the last meeting** (13/01/10) were read and approved.

**Matters arising**

**a) Progress Report on Village Hall Repairs**

**Roof & floor**

Robbie reported that the asbestos survey has been completed by S.Roberts at a cost of £280 +VAT (£329) and has been classified as safe. We await a written report. They will arrange collection & disposal when necessary. Jo was thanked for recommendation.

4 builders have been to look at the hall and we await their quotes; Bob Gilbert of Chard, Mike Riley, Will Vickery & Woodlands who had quoted £18,977 previously and will stand by this figure. To remove the floor would be very expensive and as far as can be seen the beams appear to be in good condition. 2 soft spots require investigation (by door to storage area and by the kitchen door. Robbie has asked for separate quotes for the floor to re-fix and insulate. The downpipe by the porch that empties on to the path may need attention, although the committee did not feel it was a big concern. Committee members should be able to tackle the removal of ivy from the porch as well as the moving the gravel from the small garden area at the front as we have been advised that it's blocking air vents.

**Curtains \***

Jo has obtained an estimate from Sue Atlay (£1200/£1300 approx.) They have to be fire retardant by law. Swatches are available in many colours & female committee members to get together to study colour choices. She also reported that she has gained £500 towards the curtains from SCC via Derek Nelson. Jo was thanked for this welcome contribution.

**b) Village Play Equipment \***

Jo has obtained a quote for the slide & climbing frame amounting to £680 + VAT (£799) from John Matravers. This would restore it to nearly new condition. In general not thought to be too bad a price as to replace would be much more. Another quote needed – Di to ask Wayne Davey, who has necessary equipment & ability.

\*Jo has since emailed details of both quotes to all committee members 18/02/10

**c) Chinese New Year Event (Danny & Helen)**

This was a very enjoyable and well organised event with delicious food and games.

The profit was a bit disappointing for the effort put in by Danny & Helen & family/friends (£85/85 split to hall & Chinese school charity), so it was agreed that the hall would like to donate £35 extra making £50 for hall funds and £120 for Chinese equipment etc.

**Treasurer's Report**

Dave reported that there has not been much change since we last met in January with the overall balance standing at £2,363.47. He pointed out that the insurance invoice has been paid and that playgroup invoices have been issued for the autumn & spring terms. Dave proposed that marquee income money should be transferred from the Savings Account and ring fenced for marquee maintenance & was seconded by Kath.

**a) Winter fees for playgroup sessions:** Dave proposed that the playgroup pay £6 per session rather than £5 to cover Jan & Feb costs making the Spring Term fees £24 per week.

b) **Georgie Murphy's bequest** Among the suggestions were the curtains, and the village play equipment but as there were 7 absentees from the meeting, it was agreed that we would discuss & try to decide at the next meeting.

c) **Hallmark Update** : Dave reported that Hallmarks 1 & 2 have been applied for and hopefully the assessment will have been done by the AGM. He thanked all for their input.

At the pre-AGM, we need to confirm Charity Commission document (Hallmark requirement). The marquee hire agreement has yet to be finalised. Dave requested that all read & check the Hirer's Guide via the committee page. Clause 3 is to be amended re: children & vulnerable persons. Robbie to check with Christine re: PG staff. He also pointed out that the Playgroup need to sign Hirer's Agreement as do all other groups using the hall(singers, Keepfit etc.)

### **Future Events**

a) **Curry & Quiz Night** Originally planned for Friday 19<sup>th</sup> March, but this clashes with Curry Mallet school pig racing night so it has been rearranged to **Friday 26<sup>th</sup> March**.

Robbie to ask David & Jackie Jay on their return from hols if he would like to do the 2<sup>nd</sup> half of his quiz. Failing that, Maureen Bradshaw would compile a quiz, and maybe Jo.

Tickets : £7.50

Posters/tickets: Emily?

Ticket sales: Jo

Curry cooks: Susan Robson

Di Lucas

Maureen Boyman

Maureen Bradshaw

Kathleen Phillimore

Jo Morris

Sue Steele (Jo)

Lesley Sutcliffe (Kath)

b) **St George's Day Event** To be discussed at the next meeting

c) **May Swing Band Night – Friday 14<sup>th</sup> May** It was agreed that a disco after the band finish would be good – Peter Watts to investigate/book as well as obtain a licence for bar. Food yet to be finalised – pork joints v hog roast, obviously number dependent.

**Harvest** Susan raised the subject of harvest lunch/supper as it was agreed last year we would alternate with the Church on this. So it was also settled that the PCC would mastermind this event this year.

### **AOB**

**Recipe Booklet** As the Poems & Puds booklet is making slow progress, due to lack of material, Di suggested maybe we should consider renaming it Village Hall Seasonal Recipes or similar and include recipes we've used for previous successful village events e.g. Summer Ball – Chicken breasts wrapped in parma ham with various stuffings, Chinese New Year – Danny's excellent Chinese dishes, Martin's mulled wine, Cream Teas – scones, perhaps with a few photos. Food for thought. . . . .

**Dave Bradshaw wishes to resign as Treasurer** after 6 years in the post. He told us that he will see through the Hallmark assessment to completion and is happy to maintain the website but there is a situation vacant for Treasurer & asked everyone to consider this position. (He assured us it's not too onerous. As a committee, we should elect officers excluding existing officers.)

The meeting closed at 9.35pm.

Next meeting : **Tuesday 23<sup>rd</sup> March** at Higher Woodlands Barn (Di's house) as village hall in use for one reason or another.

Accounts Approval - **Wed 14<sup>th</sup> April**

AGM - **Wed 21<sup>st</sup> April**

**Chairmans Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Account Balances**  
As of 17/02/2010 (in U.K. Pounds Sterling)

Account	17/02/2010 Balance
<b>Bank Accounts</b>	
Business Premium Account	3.19
Current Account	1,905.68
<b>TOTAL Bank Accounts</b>	<b>1,908.87</b>
<b>Cash Accounts</b>	
Cash Account	148.24
<b>TOTAL Cash Accounts</b>	<b>148.24</b>
<b>Asset Accounts</b>	
Customer Invoices	295.00
<b>TOTAL Asset Accounts</b>	<b>295.00</b>
<b>Liability Accounts</b>	
Liability	11.36
VAT Control	0.00
<b>TOTAL Liability Accounts</b>	<b>11.36</b>
<b>OVERALL TOTAL</b>	<b>2,363.47</b>

# Banking Summary

06/04/2009 Through 17/02/2010 (in U.K. Pounds Sterling)

17/02/2010

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Category Description	06/04/2009- 17/02/2010
<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	620.00
Keep Fit	190.00
Playgroup Hall Hire	247.50
Singing Group	140.01
TOTAL 3.Village Hall Income	1,350.51
4. Events income	
2009 Ball	
Bar Income	1,124.33
Donation	20.33
Heads & Tails	65.00
Raffle	357.50
Tickets	2,300.00
TOTAL 2009 Ball	3,867.16
A Walk In Time	0.21
Raffle Tickets	89.00
tickets	402.00
TOTAL A Walk In Time	491.21
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
Xmas Lunch	
Donation-Charitable Donations - Cash	2.00
TOTAL Xmas Lunch	2.00
TOTAL 4. Events income	5,094.47
5.Marquee income	500.00
<b>TOTAL INCOME</b>	<b>7,095.22</b>
<b>EXPENSES</b>	
Uncategorised	0.00
2.Kitchen Refit	
Fitting	3,145.25
Flooring	345.00
Opening	50.81
Sundry Materials	48.46
Units	-28.14
TOTAL 2.Kitchen Refit	3,561.38
3.Village Hall expenses	
Community Council for Somerset	25.00
Electricity	1,055.00
Fire Certification	50.31
Grass cutting	120.00

## Banking Summary

06/04/2009 Through 17/02/2010 (in U.K. Pounds Sterling)

Category Description	06/04/2009- 17/02/2010
Insurance	487.46
Maintenance	173.08
Postage	8.28
Water charges	71.32
TOTAL 3.Village Hall expenses	1,990.45
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
A Walk In Time	
Food	89.71
Quiz Music	8.00
Raffle Prizes	23.47
TOTAL A Walk In Time	121.18
Poems & Puds	
napkins Etc	5.00
Speaker	25.00
TOTAL Poems & Puds	30.00
Wine Tasting	
Food	51.35
TOTAL Wine Tasting	51.35
Xmas Lunch	35.91
TOTAL 4.Events Expense	2,735.43
5.Marquee Expenses	
Maintenance	30.17
TOTAL 5.Marquee Expenses	30.17
6.Other Expenses	
Committee Expenses	25.62
TOTAL 6.Other Expenses	25.62
7.Village Hall Renovation	
Survey	550.00
TOTAL 7.Village Hall Renovation	550.00
<b>TOTAL EXPENSES</b>	<b>8,893.05</b>
<b>TRANSFERS</b>	
FROM Business Premium Account	3,804.00
FROM Cash Account	4,795.83
FROM Customer Invoices	842.50
TO Current Account	-8,599.83
TO Cash Account	-842.50
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-1,797.83</b>