

Isle Abbotts Village Hall Committee Meeting
Tuesday 23rd March 2010 – 7.30pm at Higher Woodlands Barn (Di Lucas)

AGENDA

- 1) Apologies
- 2) Minutes of last Meeting (17th February 2010)
- 3) Matters Arising
 - a) Progress report on village hall repairs- estimates to date – (Robbie)
 - b) Curtains – further £500 coming from SCC via Derek Nelson
 - c) Outside Playgroup play equipment (Di ref Wayne Davey)
 - d) Playgroup staff – CRB checks (Robbie)
 - e) Situation vacant – Treasurer
 - f) Marquee agreement (Robbie)
- 4) Treasurer's Report
 - a) Hirers agreements for village hall users
 - b) Hallmark – Assessment date?
- 5) Secretary's Report
- 6) Future Events
 - a) Curry & Quiz Night Friday 26th March
 - b) St George's Day event Friday 23rd April- Pig/Dragon Racing
 - c) Swing Band Night & Disco – 14th May
 - d) Village Show – 16th May
- 7) Any Other Business
 - a) Exhibition of Supplies & Services – Shipham (Robbie)
 - b) Community Council for Somerset – Villages & Community Halls Newsletter (Robbie)
 - c) Cleaning materials + fridge (Robbie)
- 8) Date of next meeting- 14th April accounts approval + urgent business
21st April - AGM

Isle Abbots Village Hall Committee Meeting

At Higher Woodlands Barn, Isle Abbots

Tuesday 23rd March 2010

Present: Robbie Robson(Chair) Dave Bradshaw(Treasurer),Diane Lucas(Secretary) Linda Adams, Maureen Boyman, Maureen Bradshaw, Helen Evans, Jackie Jay, Tracy Lanfear, Sarah Lucas, Jo Morris, Susan Robson, Lesley Sutcliffe, Peter Watts.
Peter Herbert- PC observer

Apologies: Kath Phillimore

Minutes of the last meeting (17/02/10) were read and approved.

Matters arising

a)Progress Report on Village Hall Repairs

We now have the 4 builders quotes as required by PC and all committee members have copies to peruse. There is quite a variation in price and all members need to study these quotes. Quotes for floor will follow from Wm Vickery. No planning consent is required.

b) Curtains A further £500 has been donated by the County Council, which is very good news.

c) Village Play Equipment It was agreed to wait until June when ROSPA will carry out its safety check. Di reported that she is still waiting to hear from Wayne Davey re his quote to refurbish the slide & climbing frame and will ring him again.

d) All the **playgroup staff** are CRB checked and OFSTED approved. Sarah, as chair of the playgroup is able to confirm this on the playgroup's behalf for the records.

e) Treasurer Post- Jo is willing to consider this post and will liaise with Dave to see what is entailed and whether she can take this on.

f) Marquee Hire Agreement Robbie told the committee that he was meeting the next night with Peter Watts, Geoff Colenso & John Lucas to discuss hire charges etc. He has drafted out a hire agreement but it needs careful wording.

Treasurer's Report

Dave reported that the balance is £2720 and we are in credit with EDF re: electricity. The Business Premium account is now the Marquee account, which will enable marquee revenue to be ring fenced for future repairs/maintenance etc. He requested that **quiz expenses should be handed to him promptly in time for April 14th** approval of accounts meeting. Hallmark assessment date still not known as the relevant person is on holiday. However, we are ready!

Secretary's Report Diane has received a Funding Supplement sheet which she has scanned & will email to all.

Future Events

a) Curry Night & Quiz *Setting up from 3pm on Friday – Robbie, Di, Jackie, Lesley + anyone who appear

Curry cooks

Maureen Boyman Chicken

Lesley Chicken

Susan Vegetable

Linda Thai

Jo Hott!

Sue Steele Hottt!

Di Beef

Maureen Bradshaw Beef & naan bread

(If everyone can do enough for 8, then we should have loads, enough for 2nds probably, for those who want it.)

Rice : Jo & Sue

The evening starts at 7.30. pm so curries should be brought along in good time (heated, if possible).

Quiz questions: 1st half -Jackie & Dave 2nd half - Dave & Maureen Bradshaw Any raffle prizes will be gratefully received! (This info. emailed to all prior to the event)

b) St Georges Day event (23rd April) -On reflection we all agreed it was too close to the AGM (21st) and The Swing Band Night (14th May) and decided to cancel.

c) Swing Band Night Friday 14th May Tickets £10 (to include a pork roll)

Peter Watts has booked the following:

Swing Band(£150), Disco (£175) and applied for the bar licence. Subsequent rolls will cost £2. We will also provide a veggie option.

Peter also said that parents of swing band performers would be able to buy a ticket for £5 as they would probably not wish to stay on for disco. This would obviously not inc. pork roll. Different coloured tickets will be printed to get round this. Robbie will book toilets and is waiting to hear from Fivehead re: the stage. This event will be discussed in more depth at the next meeting.

d) Village Show proposal for 16th May After discussion it was agreed that maybe we had been over ambitious with this idea. As the winter has been particularly harsh and it's early in the year for such things, there was a real danger of there being very little or no produce entered. Also it has been agreed in the past that we would alternate on an annual basis with the ball, village revue, & village show. This year(4th Sept) we will have the revue, so the village show was cancelled.

AOB

a) Robbie attended the Exhibition of Supplies & Services, where they picked up leaflets for prices of tables & chairs, staging (very expensive & creates storage problems) amongst other things as well as health & safety info. & big lottery money facts.

b) There will be a Community Village Hall letter circulated to all. Please read & pass on.

c)A working party needs to be arranged for a Sat. am for 2/3 hrs to get a few jobs done such as cleaning fridge, removing ivy from the porch, & various odd jobs. (t. b. a.)

2 gas bottles have been used in 6 weeks, so the Playgroup will be charged for these.

Di will try to get another quote for curtains for comparison purposes. Jo has samples of curtain material & colours if anyone would like to see them.

Jackie Jay has decided to leave the committee after several years of service. We shall be sorry to see Jackie go but she has assured us she will be there for support purposes when possible.

Date of next meeting:

Wed 14th April 7.30. at Village Hall –Approval of accounts & final plans for Swing Band Night & any urgent business

Wed 21^s April 7.30. at Village Hall- **AGM**

Chairman's signature: _____ Date _____

Account Balances
As of 23/03/2010 (in U.K. Pounds Sterling)

Account	23/03/2010 Balance
Bank Accounts	
Business Premium Account	501.19
Current Account	2,160.68
TOTAL Bank Accounts	2,661.87
Cash Accounts	
Cash Account	66.66
TOTAL Cash Accounts	66.66
Asset Accounts	
Customer Invoices	0.00
TOTAL Asset Accounts	0.00
Liability Accounts	
Liability	77.64
VAT Control	0.00
TOTAL Liability Accounts	77.64
OVERALL TOTAL	2,806.17

Banking Summary

06/04/2009 Through 23/03/2010 (in U.K. Pounds Sterling)

09/04/2010

Page 1

Category Description	06/04/2009- 23/03/2010
INCOME	
1.Bank Interest	0.24
2.Grants	
Curtains	500.00
Kitchen	150.00
TOTAL 2.Grants	650.00
3.Village Hall Income	
Advertising Revenue	3.00
Election Hire	150.00
Hall Hire & Donations	310.00
Keep Fit	190.00
Parish Council	30.00
Playgroup Hall Hire	839.50
Singing Group	160.01
TOTAL 3.Village Hall Income	1,682.51
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
Chinese New Year	50.00
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	5,144.47
5.Marquee income	500.00
TOTAL INCOME	7,977.22
EXPENSES	
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

Banking Summary

06/04/2009 Through 23/03/2010 (in U.K. Pounds Sterling)

09/04/2010

Page 2

Category Description	06/04/2009- 23/03/2010
Electricity	1,155.00
Fire Certification	50.31
Grass cutting	120.00
Insurance	487.46
Maintenance	198.66
Postage	8.28
Water charges	71.32
TOTAL 3.Village Hall expenses	2,116.03
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	
Asbestos Survey	329.00
Structural Survey	550.00
TOTAL 7.Village Hall Renovation	879.00
Future Events	
Swing Band	
disco	30.00
Licence	21.00
TOTAL Swing Band	51.00
TOTAL Future Events	51.00
TOTAL EXPENSES	9,398.63

TRANSFERS

FROM Business Premium Account	3,804.00
FROM Current Account	498.00

Banking Summary

06/04/2009 Through 23/03/2010 (in U.K. Pounds Sterling)

09/04/2010

Page 3

Category Description	06/04/2009- 23/03/2010
FROM Cash Account	4,915.83
FROM Customer Invoices	1,404.50
TO Business Premium Account	-498.00
TO Current Account	-9,281.83
TO Cash Account	-842.50
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-1,421.41