

**Isle Abbotts Village Hall Committee Meeting  
Wednesday 14<sup>th</sup> April 2010 – 7.30pm at the Village Hall**

**AGENDA**

- 1) Apologies
- 2) Minutes of last Meeting (23rd March 2010)
- 3) Matters Arising
  - a) Progress report on village hall repairs and floor estimate
  - b) Hallmark 1 and 2
  - c) Treasurers Post
  - d) Marquee Hire Agreement
- 4) Treasurer's Report – Committee to approve Accounts for AGM
- 5) Secretary's Report
- 6) Future Events
  - a) Swing Band Night and Disco – 14<sup>th</sup> May
- 7) Any Other Business

## Isle Abbotts Village Hall Committee Meeting

Wednesday 14<sup>th</sup> April 2010 at the Village Hall 7.30.pm

**Present:** Robbie Robson (Chair) Dave Bradshaw (Treasurer), Diane Lucas (Secretary) Maureen Boyman, Jo Morris, Peter Herbert, Linda Adams, Sarah Lucas, Lesley Sutcliffe, Susan Robson.

**1. Apologies:** Maureen Bradshaw, Helen Evans, Tracy Lanfear, Kath Phillimore, Peter Watts,

**2. Minutes of the last meeting** (23/03/10) were read and approved.

### **3. Matters arising**

#### **a) Progress report on village hall repairs & floor estimate**

The general feeling was that the most favourable quote was from Will Vickery – he was the only one to question Robbie further re: the repairs and has since provided a quote for the floor, both of which were comprehensive. Robbie will write to Woodlands & Mike Riley to decline their quotes and to Gilberts to say we are still considering our options in view of grants etc. & ask for clarification re: price of roof insulation materials.

Linda has been speaking to Les Collett and will meet next Monday-£5,000 may be available to us, (Robbie to sit in) as to what grant money is available and the time frame with all the accompanying clauses. Les Collett said that it can take up to a year to do the applications, complete the process etc. He endorsed that they will not provide a total grant. If, for example we obtained £25,000, they'd give us £10,000. In view of all this, it was agreed that we may have been over ambitious with our plans for this summer and that we should wait to see how much we can get before proceeding, which effectively means dealing with the roof & floor in summer 2011.

#### **b) Hallmark 1 & 2**

Dave reported that the assessors are due to come next Wednesday at 10am and asked if anyone was free to come along (Robbie & Dave will attend, Lesley said she would also come). He also asked Sarah to ask Christine & playgroup staff to leave the hall pristine. In addition, anyone available to **help clean & tidy** should report to the hall on **Tuesday 20<sup>th</sup> April at 3pm.**

#### **c) Treasurer's Post**

After consideration, Jo has decided that she is unable to take on this role as she has no time available. Dave is more than willing to explain the tasks involved. In the event of no committee member coming forward, we shall obviously have to see what happens at the AGM.

#### **d) Marquee Hire Agreement**

Robbie & Peter W. had a meeting with Geoff Colenso & John Lucas recently to discuss marquee matters. They have decided to liaise closely when a potential booking is in the offing as to; do we want the booking? Where is it to go? & how much to charge? Volunteers are needed for erecting & removal. The public liability insurance policy is vague as the products (tables, chairs etc.) are not clearly stated. Jo is checking this out.

Also on an insurance note, Sarah enquired about the playgroup equipment that is in the hall and it seems that it is only covered during PG sessions and if not locked away, obviously at risk.

#### **4. Treasurer's Report – Approval of accounts for AGM**

Dave provided us all with a detailed copy of the accounts for our approval, showing the balances and all income & expenditure. We made £2688 on events, compared with £1500 last year and finished the year with £2751.78. He proposed that we adopt the accounts as a financial record of our activities for 2009/10 and was seconded by Lesley Sutcliffe. Robbie thanked Dave for all his hard work and for such a comprehensive presentation. He also went on to thank the committee for all their efforts and the revenue we have gained. Dave also suggested that we have the minutes and latest accounts available on the village website so villagers could see what & where money is needed. If anyone wants to check out the Charity Commission webpage, they will see that we are doing and getting more now than before.

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

#### **6. Future Events**

##### **a) Swing Band Night & Disco Friday 14<sup>th</sup> May**

Robbie has booked portaloos, and organised the stage with Fivehead. Further tables can probably be hired from Ilton VH.

The marquee is scheduled to go up on Tuesday 11<sup>th</sup> May, with lighting going in on Wednesday. The ladies assembled will meet to discuss the finer details of the food, (Gaynor will cook 1 joint) and Peter is ordering beer & wine. Diane told everyone that John's beer equipment is out of action & no longer available.

After communication with Peter we established that the event can be a more casual do with facility for dancing, although it would be wise to announce at the start that respect for the young performers should be maintained as regards getting drinks from bar, noise level etc.

The format is as follows:

7.00pm doors open – chance to have a pork roll

7.30 – 9.30pm Swing band & singers (with a break in between & more pork roll sales)

This will be followed by a disco.

#### **AOB**

Lesley enquired about the stage for the revue & Robbie said it was in hand.

Date of next meeting: **AGM Wed 21<sup>st</sup> April 7.30. at V Hall**

The meeting closed at 9.45pm

\*I should have stated that AGM posters have been put up at several points around the area.

Chairmans signature: \_\_\_\_\_ Date\_\_\_\_\_

Isle Abbotts Village Hall  
Balance Sheet  
6<sup>th</sup> April 2009 – 5<sup>th</sup> April 2010

**Opening Balances 6<sup>th</sup> April 2009**

Current Account	£234.92
Savings Account	£3,806.95
Cash Account	£108.07
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<b>Total</b>	<b>£4,149.94</b>
Income 2009/10	£8,307.22
Expenditure 2009/10	<b>-£9,705.38</b>
<b>Closing Balance</b>	<b>£2,751.78</b>

**Account Balances 5th April 2010**

Current Account	£1,920.61
Savings Account	£501.19
Cash Account	£329.98
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<b>Total</b>	<b>£2,751.78</b>

**Outstanding Liabilities**

None

**Total** **£0.00**

**Available Funds** **£2,751.78**

**Approved by:-**

Reviewer.....

Chairman.....

Treasurer.....

Committee member.....

## Income and Expense year ending 5<sup>th</sup> April 2010

	Income 2009/10	Expense 2009/10	Balance 200910	Balance 2008/9
<b>Bank interest</b>	£0.24		<b>£0.24</b>	£4.94
<b>Grants</b>				
Somerset CC	£500.00			
Isle Abbots PC	£150.00			
Kitchen refit costs		£3,561.38		
Surveys		£879.00		
<b>Total refit and renovations</b>	<b>£650.00</b>	<b>£4,440.38</b>	<b>-£3,790.38</b>	<b>-£547.63</b>
<b><u>Village Hall</u></b>				
Hire and donations	£1,682.51			
Committee Expenses		£25.62		
Running Costs		£2,372.02		
<b>Total Village Hall</b>	<b>£1,682.51</b>	<b>£2,397.64</b>	<b>-£715.13</b>	<b>-£897.54</b>
<b>Marquee</b>	<b>£500.00</b>	<b>£30.17</b>	<b>£469.83</b>	<b>£1,306.23</b>
<b><u>Events</u></b>				
Summer Ball	£3,867.16	£2,496.99	£1,370.17	
A walk in time	£491.21	£121.18	£370.03	
Harvest Lunch	£150.00	£0.00	£150.00	
Chinese New Year	£50.00	£0.00	£50.00	
International Wine	£298.00	£51.35	£246.65	
Poems & Puds	£286.10	£30.00	£256.10	
Curry Quiz night	£330.00	£50.76	£279.24	
Christmas Lunch	£2.00	£35.91	<b>-£33.91</b>	
<b>Total Events</b>	<b>£5,474.47</b>	<b>£2,786.19</b>	<b>£2,688.28</b>	<b>£1,511.93</b>
<b>2010/11 Events</b>		<b>£51.00</b>	<b>-£51.00</b>	
<b>Total Income &amp; Expenditure</b>	<b>£8,307.22</b>	<b>£9,705.38</b>	<b>-£1,398.16</b>	<b>£1,377.93</b>

## 2009 Summer Ball

### Income

Bar Income	£1,124.33
Donation	£20.33
Heads & Tails	£65.00
Raffle	£357.50
Tickets	£2,300.00
<b>TOTAL Ball Income</b>	<b>£3,867.16</b>

### Expense

Bar	855.54
Bucks Fizz	62.99
Decorations	130.13
Equipment Hire	68
Food	426.33
Licence	21
Loo Hire	138
Music	595
Waiting & Bar Staff	200
<b>TOTAL Ball Expenses</b>	<b>2,496.99</b>

**Total Profit** **£1,370.17**

## A Walk In Time

### Income

Donation	0.21
Raffle Tickets	89
tickets	402
<b>TOTAL A Walk In Time Income</b>	<b>491.21</b>

### Expense

Food	89.71
Quiz Music	8
Raffle Prizes	23.47
<b>TOTAL A Walk In Time Expenses</b>	<b>121.18</b>

**Total Profit** **£370.03**

**Harvest Lunch Profit** **150**  
**Chinese New Year Profit** **50**

## International Wine

<b>Income</b>		
	Tickets	298
	<b>TOTAL International Wine Income</b>	<b>298</b>
<b>Expense</b>		
	Food	51.35
	<b>TOTAL International Wine Expense</b>	<b>51.35</b>
	<b>Total Profit</b>	<b>£246.65</b>

## Poems & Puds

<b>Income</b>		
	Raffle	57.1
	Tickets	229
	<b>TOTAL Poems &amp; Puds Income</b>	<b>286.1</b>
<b>Expense</b>		
	napkins Etc	5
	Speaker	25
	<b>TOTAL Poems &amp; Puds Expense</b>	<b>30</b>
	<b>Total Profit</b>	<b>£256.10</b>

## Curry Quiz

<b>Income</b>		
	Raffle	68
	Tickets	262
	<b>TOTAL Curry Quiz Income</b>	<b>330</b>
<b>Expense</b>		
	Food	41.78
	Prizes	8.98
	<b>TOTAL Curry Quiz Expenses</b>	<b>50.76</b>
	<b>Total Profit</b>	<b>£279.24</b>

## **Xmas Lunch**

	Donation-Charitable Donations - Cash	2
	<b>TOTAL Xmas Lunch Income</b>	<b>2</b>
	Xmas Lunch	35.91
	<b>TOTAL Xmas Lunch Expense</b>	<b>35.91</b>
	<b>Total Cost</b>	<b>£33.91</b>

# Banking Summary

06/04/2009 Through 05/04/2010 (in U.K. Pounds Sterling)

12/04/2010

Page 1

Category Description	06/04/2009- 05/04/2010
<b>INCOME</b>	
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
Curry Quiz	
Raffle	68.00
Tickets	262.00
TOTAL Curry Quiz	330.00
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	5,474.47
5.Marquee income	500.00
<b>TOTAL INCOME</b>	<b>8,307.22</b>
<b>EXPENSES</b>	
Uncategorised	0.00
2. Kitchen Refit	
Fitting	3,145.25
Flooring	345.00
Opening	50.81
Sundry Materials	48.46

## Banking Summary

06/04/2009 Through 05/04/2010 (in U.K. Pounds Sterling)

12/04/2010

Page 2

Category Description	06/04/2009- 05/04/2010
Units	-28.14
TOTAL 2. Kitchen Refit	3,561.38
3.Village Hall expenses	
Community Council for Somerset	50.00
Electricity	1,255.00
Fire Certification	50.31
Grass cutting	120.00
Insurance	487.46
Kitchen Utensils	11.99
Maintenance	317.66
Postage	8.28
Water charges	71.32
TOTAL 3.Village Hall expenses	2,372.02
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
Curry Quiz	
Food	41.78
Prizes	8.98
TOTAL Curry Quiz	50.76
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	2,786.19
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	

## Banking Summary

06/04/2009 Through 05/04/2010 (in U.K. Pounds Sterling)

12/04/2010

Page 3

Category Description	06/04/2009- 05/04/2010
disco	30.00
Licence	21.00
TOTAL Swing Band	51.00
TOTAL Future Events	51.00
<b>TOTAL EXPENSES</b>	<b>9,705.38</b>
<b>TRANSFERS</b>	
FROM Business Premium Account	3,804.00
FROM Current Account	498.00
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
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-1,398.16</b>

12/04/2010

**Account Balances**  
As of 06/04/2009 (in U.K. Pounds Sterling)

Page 1

Account	06/04/2009 Balance
<b>Bank Accounts</b>	
Business Premium Account	3,806.95
Current Account	234.92
<b>TOTAL Bank Accounts</b>	<b>4,041.87</b>
<b>Cash Accounts</b>	
Cash Account	108.07
<b>TOTAL Cash Accounts</b>	<b>108.07</b>
<b>OVERALL TOTAL</b>	<b>4,149.94</b>

12/04/2010

**Account Balances**  
As of 05/04/2010 (in U.K. Pounds Sterling)

Page 1

Account	05/04/2010 Balance
<b>Bank Accounts</b>	
Business Premium Account	501.19
Current Account	1,920.61
<b>TOTAL Bank Accounts</b>	<b>2,421.80</b>
<b>Cash Accounts</b>	
Cash Account	329.98
<b>TOTAL Cash Accounts</b>	<b>329.98</b>
<b>Asset Accounts</b>	
Customer Invoices	0.00
<b>TOTAL Asset Accounts</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>2,751.78</b>