

**Isle Abbotts Village Hall Committee Meeting
Tuesday 4th May 2010 - 7.30pm at Glenfields (Lesley Sutcliffe)**

AGENDA

- 1) Apologies
- 2) Minutes of last meeting (21st April 2010)
- 3) Matters arising
 - a) Hallmark 1 & 2 – result (if any) – Robbie and David B
 - b) Agree final ‘wish list’ for grant applications (roof, floor, curtains & poles, toilets (disabled) heating, lighting, decorating, urn (to be shared with church), tables, chairs).
 - c) Marquee hire agreement – Public Liability – Jo
- 4) Treasurers Report
- 5) Secretary’s Report
- 6) Future Events

Swing Band Night & Disco – 14th May

- 1) Ticket Sales/numbers attending –(Jo)
- 2) Food (Susan)
- 3) Rotas – Food & Bar
- 4) Tablecloths & napkins & plastic glasses
- 5) Equipment – tent for food & bar (Tony Habberfield) : Stage ex Fivehead : Chairs (village hall + Fivehead: Tables (village hall + Ilton): fridge(?): Portaloos (Eagle Plant)
- 7) Any Other Business
- 8) Date of next meeting

Isle Abbotts Village Hall Committee Meeting

Tuesday 4th May 2010 at Glenfields, 7.30.pm

Present: Robbie Robson(Chair) Lesley Sutcliffe (Treasurer), Diane Lucas(Secretary) Linda Adams, Maureen Boyman, Dave Bradshaw, Helen Evans, Peter Herbert, Tracy Lanfear, Jo Morris, Susan Robson

1. Apologies: Maureen Bradshaw, Emily Colenso, Sarah Lucas, Kath Phillimore, Peter Watts

2. Minutes of the last meeting (21/04/10) were read and approved.

3. Matters arising

a) Hallmark 1 & 2

David reported that whilst we have yet to receive the official letter from the assessors, that it's mainly satisfactory. There are just a few things that we need to address mainly to do with the AGM –

- Trust Deed says it should be in October but May is a better option accounts wise (David speaking to Charity Commission for advice)
- The committee elects officers and not the community
- Playgroup should only have 1 representative and not 2 (Sarah & Tracy) Sarah will become official rep as she is Chair of PG with Tracy becoming an elected member.
- All representatives of the groups using hall (PG, Singers, Keep Fit) should sign an agreement re hire etc.

b) "Wish List"

The committee drew up a final wish list as Linda & Jo need to know how to pitch all the grant applications that they will soon be completing.

1. Roof – quotes received
2. Floor - " " Robbie has asked Rob Gilbert to quote for floor & roof insulation
3. Curtains - quote received & curtain poles (guide price: John Lewis)
4. Toilets – installation of disabled toilet facilities-Wm Vickery to quote
5. Heating & Lighting – this raises issues re: electrics & rewiring (Energy)
6. Decorating – Wm Vickery to quote
7. Windows – Secondary glazing- Jo obtaining quote for price guide (Energy)
8. Tables & chairs – prices obtained by Robbie at recent county event
9. Urn – Susan said PCC would be willing to share the cost
10. Marquee refurbishment – Geoff Colenso to be contacted re:costs
11. Various media items were also suggested such as projector, large screen TV, broadband as the potential is there to hold different kind of events. Linda suggested a generator as a useful tool for the marquee as we currently rely on John Medcalf's power supply or whoever is hosting event. She also felt it could be handy for village as a whole in the event of power cuts. However, this poses a storage problem and Diane stated that they would not be willing to store it at Higher Woodlands and pointed out the chances of theft with such an item was high. Robbie said he would be able to hire one at short notice if needed and was not in favour of buying one.

Grants Update

Jo & Linda reported to the committee that following talks with Les Collett the best way forward is to phase the projects i.e. Phase 1 Roof & floor using different grants (an outline application is available to use as a template) and then build on this based on various needs, such as living in a very rural/deprived area. We need to show that we cater for all ages and sectors of the community and our accounts demonstrate this from events held.

£5000 has been ring fenced for insulation and won't need to be matched. £7500 also may be on similar terms, thereby giving us £12500 to build on. As has been said before, all the grants vary, with the Big Lottery notably not requiring match funding. The Parish Council will need to contribute but they are unable to afford it this year.

c) Marquee Hire Agreement

Jo has been investigating the insurance situation and reported that the insurer will cover whilst hired out as long as a trained committee member erects (public liability £5m) but not for the event. Training is recommended.

Currently we do not have member to member cover - this means that a 'non- committee' member could claim if injured, whereas a committee member cannot.

The agreement will state the event has to be covered by hirer.

The marquee is covered for £2500 – present day value & material damage costing £126.44

The hall building is insured for £87,000 but should be £200,000 (estimate from builders) so it was agreed to increase this figure (proposed by David, seconded by Robbie).

Loss of revenue cover was discussed and generally felt to be worthwhile. (No decision finalised)

Since this meeting Jo has emailed everyone with further details which fully explaining the insurance situation (6th May)

4. Treasurer's Report

The balance is £3477 which includes Georgie Murphy's bequest £1000

Signatories are Lesley, David, Susan & Diane.

5. Secretary's Report

Diane reported that she had the new list of Committee members/officers ready to pin up on the VH notice board.

6. Future Events

Swing Band Night & Disco Friday 14th May *

1. Ticket sales: Jo told us that she had 54 tickets sold(definite), with approximately 20 more probables. When you add in group (20) and parents, we should have 100.
2. Food: Susan reported that she had held a meeting recently when Maureen Boyman, Lesley, Diane, & Linda joined her to discuss quantities. They had decided on 160 pork rolls and Lesley would prepare 24 salad rolls for vegetarians containing more exciting ingredients such as brie, cranberry, etc. Linda to buy stuffing & possibly apple sauce from catering suppliers. If unable to let Di know by Monday 10th as Richard could buy on our behalf at Bookers. Susan had bought joints but Jo has acquired pork for free from local butcher!
3. Rotas were drawn up for food & bar. Price List for bar: Di
4. Plastic glasses & serviettes to be bought from Chaplins or similar. Tablecloths from the hall & borrowed from Lesley.
5. Equipment:
 - Food tent/bar – Tony
 - Tables & chairs: Robbie requested help to transport these. Maureen to ask Roger.
 - Portaloos (Eagle plant) arriving Friday am Robbie to ask Jays if lights can be plugged into their socket.

***See attached spread sheet for full details of who's doing what & when**

7. AOB

Terms of reference – Les Collett advised Linda & Jo to complete this document which basically gives them the power to act on behalf of the committee as a sub-committee plus 2 villagers (Simon Jay?) Aims and objectives must be clear to everyone and all in agreement. He also mentioned Gift aid and advised to keep an open mind. Grant report will now be a regular item on the agenda.

Tracy said that Christine is concerned about the state of the shed (jointly owned by PG & hall) as the roof has been leaking for some time. David said the best way forward was to put corrugated bitumen roof on top of present felting, rather than re-felt. Tracy offered PG to ask for quotes for this task from Charles Street & Will Vickery.

Diane suggested a future event that may appeal to the older generation, thereby fulfilling our duty to a different sector of the community – “Tea at the Ritz”. (Shepton Beauchamp is holding such an event on Saturday 22nd May and notes will be taken!)

Village Play Equipment - ROSPA due to inspect in June. Robbie is the contact & they will notify him of the date.

8. Date of next meeting

Wednesday 9th June at The Village Hall at 7.30pm

Meeting closed at 10.05

Chairman's Signature _____ Date _____

04/05/2010

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

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Account	04/05/2010 Balance
Bank Accounts	
Current	2,818.52
Marquee funds (Savings)	501.19
TOTAL Bank Accounts	3,319.71
Cash Accounts	
Cash Account	157.98
TOTAL Cash Accounts	157.98
OVERALL TOTAL	3,477.69

Banking Summary

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

Category Description	06/04/2010- 04/05/2010
INCOME	
3.Village Hall Income	
G.Murphy Bequest	1,000.00
Hall Hire & Donations	32.00
Singing Group	30.00
TOTAL 3.Village Hall Income	1,062.00
TOTAL INCOME	1,062.00
EXPENSES	
3.Village Hall expenses-Village hall running co...	
Electricity	100.00
Fire Certification	59.34
Grass cutting	24.00
TOTAL 3.Village Hall expenses-Village hall r...	183.34
4.Events Expense	
Swing Band	
Loo Hire	152.75
TOTAL Swing Band	152.75
TOTAL 4.Events Expense	152.75
TOTAL EXPENSES	336.09
TRANSFERS	
FROM Cash Account	210.00
TO Current	-210.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	725.91