

ISLE ABBOTTS VILLAGE HALL COMMITTEE MEETING

Wednesday 5th October 2011 at the Village Hall at 7.30pm

Present: Jo Morris (Chair), Dave Bradshaw (Treasurer), Diane Lucas (Secretary), Linda Adams, Maureen Boyman, Maureen Bradshaw, Emily Colenso, Peter Herbert, Tracy Lanfear, Sarah Lucas, Robbie & Susan Robson, and Les Collett.

1. Apologies: None

2. Minutes of the last meeting (29th June) were approved & signed.

3. Matters Arising

a) Constitution & the Committee trustees/representatives voting rights b) VH building deeds

Jo welcomed Les Collett to the meeting who had come along to clarify a few points relating to our Trust Deed. Dave confirmed that trustees are listed but not who represents which club/organisation. Les informed us that as committee members we are all trustees. Trustees are responsible for the hall and representatives of user groups were reminded that their loyalties lay with the hall and that they should act accordingly i.e. in the best interests of the village hall on behalf of the villagers of Isle Abbots. He went on to say that usually trustees consist of 5 elected members plus representatives of user groups of the hall in order to maintain a balance. All trustees must read CC3 form and sign accordingly – we have all done this, with liability risks being minor providing trustees are acting in good faith. He also pointed out that the Parish Council usually holds the title deed, but has no say in the village hall. However, PC should be involved via a representative (trustee) thereby being kept informed. Peter Herbert (PC) currently attends meetings but is yet to be persuaded to become a trustee. Representatives should stand down 1 month before AGM and the secretary should be informed of the names for the forthcoming year. We need to write to the Charity Commission to ask for defunct clubs to be removed and the new groups listed as well as asking for 7 elected members to be added. The user groups that are currently listed are: Playgroup, Singers, Keep Fit, PCC, & PC.

Les was thanked for his input and left the meeting.

c) Playgroup issues At the recent PG AGM, Sarah said Christine (PG leader) had thanked the committee for decorating the hall, installing curtains etc.

Shed roof This continues to leak badly and owing to confusion over who was repairing it, has been left. After a discussion, Dave suggests that the roof needs to have a double layer and should be stuck rather than nailed to avoid rain getting in around nails. Jo has a contact for this job and armed with a diagram of our requirements will aim to get this sorted out asap before winter sets in. As shed is jointly owned, the hall & PG will share costs. This was voted on and agreed.

Slide & ROSPA It has become an eyesore and needs dealing with promptly as the children are unable to use it. The parents of PG who intended to do this, have been unable through ill health and pressure of work. Di has spoken to Paul Matravers (Round Oak Services) to get his opinion on what needs to be done and will report at the next meeting. Dave advised caution & that we should not decide to spend money on it until our situation with the hall and grants is clear and settled.

Performing Rights Licence Christine is concerned about this. This is still up in the air as far as the government is concerned and the PLA have advised playgroups not to pay anything until the position is clarified, so we wait and hope! The hall has a premises licence which enables the hirer/user to do the activities listed. If they wish to sell alcohol at a function they would need to obtain a TENs licence.

TV Licence The authorities have been informed that we have no TV therefore do not need a licence, although it has since come to light that Keep Fit uses one for a DVD. Emily has agreed that as there are only a few members (3?) that they cannot afford it and that TV should be dumped.

Financial Situation The PG is healthier than it was & Sarah & Tracy reported that it is currently making £10 per wk profit, increasing to £30 after Christmas & by the summer term £50 per wk. However, numbers for Sept 2012 are low with only 2 children on the register, but this may change. As far as relocation goes, Curry Mallet School would be happy to have PG on site and land would be made available for this. The only stumbling block seems to be the cost of a building as there is simply no money available. In any event this would take a long time to sort and the hall would have plenty of notice should they wish to relocate. Dave said that although he has not had time to calculate the full implications financially, he could tell us that the gain to the hall from PG hires works out at £158 per year, based on 5 hours per day, electricity being the most important factor here. Jo asked Sarah to keep us informed re: numbers on a quarterly basis and that any urgent problems/queries PG has to be addressed to her, with less urgent matters being sent to Diane for next agenda.

d) Catering Tent Robbie has found a tent measuring 4m x 8m which is of a commercial standard 500gsm and therefore sturdy and waterproof. The cost is £655 inc. VAT + delivery. All voted and agreed that Robbie should proceed with the purchase. The anonymous donation of £1000 was specifically given for the purchase of a catering tent, so Dave will check with donor about the balance (£200 approx) and report next meeting.

e) Oil Painting commission Jo has asked a local artist, Mary Vanderplank to price an oil painting of the Lady Chapel with peonies in a vase on the altar (Georgie's favourite part of the Church). She can do a 16x12 for £150 or 14x18 for £200. A vote was taken and all agreed on Mary being commissioned to do 14x18 for £200 for the aforementioned scene.

f) Equipment: Tables & Crockery Danny Evans has 4 large round tables (6' diameter) with baize tops and metal rim that he is willing to donate. Pebble happy to store – this is ideal as it saves the men going to Ilton to hire theirs, not to mention the charges. So we are very happy to accept.

Also Pebble has 20 folding heavy duty oblong tables (6'x 2.5') that he will give us 1st refusal to buy. Dave & Maureen have looked at these and say they're very good.

On the crockery front, we only have 35 dessert bowls and very few sensibly sized serving dishes. Jo will check out IKEA website prices for these items.

g) Harvest Supper & Barn Dance feedback Jo thanked all for their hard work and commitment and it was declared a very good evening with good food and band –the weather was very kind which helped. The heads & tails raised £72.80, this paid for Sue Derrick £50 (bar) and the remainder being won by John Lucas was donated back to be split equally between John Medcalf's charity & the hall. The raffle raised £173.67 for JM's charity (Devon Children's Hospice). Robbie thanked Martin for use of landrover & Alistair for use of his trailer. Linda thanked John & Diane for wheat sheaves & maize that adorned the marquee.

4. Treasurer's Report Dave handed out account details to all and outlined the balances as follows: Balance: £6907.61 of which £3332.12 is fenced. The harvest supper & barn dance figures were studied, net income £1522.28, expenses £889.67 resulting in profit of £632.61+late income makes it nearer £650. Overall everyone felt that the profit was pleasing as a good time was had by all. Dave felt the marquee charge to the hall should be £200 which took into account the hire of the peg tool. He also requested that an item for the next agenda should focus on enlisting more male volunteers as there is a shortage of men on the committee. The redecoration of the hall cost £158 with the help of donations and the picture frame with village event photos (gifted by Dave & Maureen) will obviously not be so costly in the future as the frame was the main expense.

REMINDER: Dave needs everyone's National Insurance numbers for gift aid forms. Please send asap.

5. Secretary's Report Diane reported that letters had been sent to Carolyn & Bob Pix, Sue Steele, Steve Morris & Dave & Maureen Bradshaw thanking them for their recent generosity of donations towards the redecoration of the hall. She will put in a report for The Isle Valley News of the Harvest Supper & Barn Dance and mention the Bonfire Night, although flyers & poster will obviously have been distributed before then. Also, the marquee is booked for next year for Malcolm Powell's daughter's wedding party 28th July 2012 in grounds of Thimble Hall – (to be borne in mind for future event planning).

6. Grants Linda updated us regarding the grant from Biffa. Currently she is obtaining re-quotes, and reminded us of the time frames to keep within. From the time of receiving the formal offer from Biffa we have 6 months to start the work which then needs to be finished within a year. She hopes to send in the paperwork by end of October and by the time the formal letter with offer is received, could be well into November/December. This works well on a time scale front as major work on the roof has to coincide with PG holidays, (Easter?). The heating system is to be improved by 2 storage heaters+ guards (£1800), as the radiant heaters we have heat people and not the atmosphere, so obviously useless if the hall is empty. The Levels & Moors Grant (£6100) will take care of this as well as possibly a hearing loop, although it is likely that building control rules may insist on a disabled toilet.

7. Future Events

a) Bonfire Night Tony is happy to loan his field (behind PH's house).

Steve & Geoff are willing to deal with the fireworks and all agreed to co-opt them for this event. Jo has checked with insurers and established that public liability insurance must be in place, (Tony as a business will have this); the event must be logged with Police and Fire Service (Jo has done this); First Aider needs to be on hand (Sarah will ask Ann Gratrack); provision of an enclosed area for sparklers (Steve & Geoff will do). The evening will follow the same format as last year with the fireworks being donated.

- **Fireworks** to be dropped off to Robbie Robson (bigger the better, stacks of small fireworks not really suitable).
- **Bonfire** Geoff will place a stake to mark its position. People may bring material straight to the field.
- **Food** Maureen Boyman noted food volunteers and will send an email. Soup: Sarah, Tracy & Emily. Susan: drinks Welsh cakes: asking Gaynor
- **Flyers & posters** Jo will do these.

b) Senior Citizen's Christmas Meal This is set for Saturday 3rd December with any profits from Bonfire Night being used to help fund SC Christmas meal. Susan suggested donation buckets on Nov 5th too.

8. AOB Maureen Boyman raised the matter of dropping the deposit for hire of equipment for villagers as it can create accounting problems. Deposit for the hire of the hall should still stand as damage could be significant e.g. broken window.

9. Date of next meeting Wednesday 9th November at 7.30.pm at the Village Hall

The meeting closed at 10.25.pm

Chairman's Signature _____ Date _____

