

Minutes of the Enford Village Hall Committee Meeting Held on Monday 24th January 2011

Present: Judy D'Arcy-Irvine, Glenda Clark, David Spencer, Hamish Scott-Dalglish, Ollie Stagg, Adrian Orr, Jane Young, David Harbottle, Jacqui Elkins, Martin Webb, Bruce Carter, Richard Petitt, Lesley Brown. 14 members of the public attended.

The Chairman, Judy D'Arcy-Irvine, opened the meeting and welcomed all present. She invited the members of public to ask any questions before the committee meeting commenced. No questions were asked. An amended Agenda was circulated to the Committee.

1. Apologies:

Margaret Webb, Gareth Holden, Rob Coulthard

2. Approval of Minutes EVH Meeting 29th November 2010.

Proposed by Glenda Clark and seconded by Ollie Stagg. The Minutes were agreed and signed.

3. Treasurers Report.

The Treasurer, Glenda Clark, reported on the accounts as at end of December 2010. Copies of the Income and Expenditure breakdown and Bank Reconciliation were given to the committee. After further negotiation with Gaigers, £10,800 had been paid in settlement of the contract, and the cheque should be cleared by the end of January. Outstanding invoices have been cleared. Income over Expenditure for the first six months showed a profit of £1,055.89. A cheque for £200.00 was awaiting clearance. A £600.00 donation from the Enford Community Fund for the financial year 2009/2010 had recently been received. Hamish Scott Dalglish asked if the Parish Council would again be making a donation of £900 from the Precept. Adrian Orr said this would be discussed and decided at the next Parish Council Meeting. In answer to his question as to whether settlement with Gaigers would affect the figures, Glenda confirmed the finances will be in credit. Judy D'Arcy-Irvine said future running costs of the hall would increase as most guarantees had now come to an end. However there were extended guarantees on the French and main entrance doors, the sunpipes, the internal blockwork, the roof and heating system. She had been in discussion with companies to obtain value for money quotes with regard to future servicing of: Roller Shutters, Septic Tank system and Eco Vision heat pump system. David Spencer confirmed there was a contract in place for the Fire Alarm / Fire Extinguishers and costs are reduced if combined with the Church inspections. The yearly cost for the Premises Licence is £180.00 and the Performing Rights Licence is 1% of income. Cleaning is approximately £1,000.00, heating and electric was forecast to be £1,800.00 though it is likely to come in under budget. Martin Webb suggested £25,000.00 be ring fenced for repairs and maintenance. Glenda said it had been ring fenced and that a sum should be added each year from income to allow for inflation. Although the contract building work had been ex VAT, future work on the hall would now incur VAT. It was confirmed the hall is not registered for VAT and that the VH financial year ends 30 June 2011. It was agreed Hamish Scott-Dalglish should submit expenses and running costs for maintaining the recreation ground and he was thanked for the work he carried out. Hamish Scott-Dalglish said congratulations were in order to the Bustard Group on obtaining an EU LIFE+ Grant. Lynne Derry from the Great Bustard Group said use of the Hall and parking for their visitors was working very well and thanked the Committee. Martin Webb suggested the village hall accounts be added to the Newsletter web page. Thanks were given to Glenda Clark for the Treasurer's report.

4. Chairman's Report and Update.

The Chairman was pleased to report that the building contract had now been completed. After final negotiations with Gaigers to achieve further savings the project had come in on budget. The Financial Forecast for 2010/2011 had been updated and was predicting an estimated Income of c£10,690 and Expenditure c£9,941. Judy D'Arcy-Irvine had completed and submitted a report in November to the department overseeing Lottery grants which was carrying out research into Reducing Rural Isolation. She also had a further comprehensive end of grant report to complete by the end of January for the BIG Lottery which had to also show we had met Milestones and Outcomes specified in our grant application. Other than setting up a parent and child group, or a playgroup, all Outcomes and Milestones were being met.

The Chairman had had a meeting with Amanda Farrow and Steve Brown from the ECF Committee. She thanked the Enford Fete Committee for their further donation of £600 for the financial year 2009/2010. Adrian Orr asked if the donation included money taken from the fete and from the fireworks. It was confirmed it was a donation from the 2009 Fireworks and 2010 Fete. The ECF had put forward a proposal for future use of the hall and amenities for their events and Judy D'Arcy-Irvine suggested that this proposal should be discussed by the VH Committee at their next meeting. It was agreed to carry this item forward. The proposal included the suggestion that one third of net profit for the previous year's events would be paid to the village hall as a donation. It was understood that the village hall might also apply for grants for specific items in line with other village organisations.

Judy D'Arcy-Irvine said she wished to stand down in June and that the Charity Commission had confirmed she was personally responsible for all contracts with the contractors and grant providers. It was therefore recommended by the CC that there should be a proper handover period with responsibilities defined and understood by all committee members.

As the building works, which had been very time consuming, had now finished she suggested the Village Hall Committee should consider moving forward to qualify for Hallmark, the ACRE (Action with Communities in Rural England) and WVHA (Wiltshire Village Halls Association) quality assurance scheme. Over 13 halls in Wiltshire had already qualified. This entailed meeting criteria to ensure the hall was successfully managed in line with current legislation. There were three levels of achievement and it would help Committee Members understand what was involved. Qualification under the scheme can help with negotiating lower insurance premiums and proving suitability for funding from grant providers. If available copies of the requirements will be e-mailed to members or hard copies would be provided for the next meeting.

5. Trustee Declaration.

In line with Charity Commission guidelines the Chairman gave each member of the Committee a copy of the Village Hall Foundation Document, the Charity Commission document CC3a - 'The Essential Trustee: An Introduction' - and a Trustee Declaration form for signature to take away and read. In answer to a question on liability the Chairman said it was possible for Trustee Indemnity Insurance to be taken out on the current village hall policy at a cost of around £20 and it was agreed that this should be added. She confirmed that the original Deeds for the hall are held by the solicitors. Martin Webb asked if responsibility for the building and the contract would now rest with the Trustees and this was confirmed.

David Harbottle asked if each representative member on the committee is required to sign the Declaration in addition to the elected members. It was confirmed each user group committee would need to appoint a representative for the village hall committee at their own annual general meeting and, as a member and trustee, the representative would be asked to sign. Adrian Orr asked when the forms needed to be signed by and it was agreed the indemnity insurance would be put in place before the next meeting and before signing.

In answer to the question the Chairman said the Foundation Document needed to be updated and she and the Treasurer were already looking into the requirements. It is still the legal document for the hall. Martin Webb asked if both the village hall and grounds were included in the foundation document. It was confirmed that they were. It was explained that, although included as one of the properties in the Foundation Document the Parish Hall now had its own Charity Commission number and document. It was suggested the Foundation Document could be included on the Newsletter web page. Richard Petitt asked if there was a requirement to re-register with Land Registry. It was thought this would not need to be done as the Charity number and freehold ownership would remain the same, but the Chairman will double check

6. Any Other Business.

The marketing leaflets to advertise the Hall would cost 32p each to produce from Staples. The Chairman said Tanya Becker has agreed to include them for distribution with the Newsletter. Jacqui Elkins said the next Newsletter committee meeting will be held on the 22nd Feb 2011. Fund raising for the hall needs to continue as it cannot rely on donations from the village fete. Richard Petitt suggested a sub-committee be formed for fund raising. It was agreed to carry this forward to the next agenda.

7. Election of Treasurer, Secretary, Deputy Chairman and Chairman.

Martin Webb asked if positions could have a fixed time period. It was confirmed that when the Foundation Document is updated a request could be made to the Charity Commission for this to be included. Judy D’Arcy-Irvine suggested as she will be resigning as Chairman having a Deputy Chairman would help with the handover. Glenda Clark read out the number of tasks and responsibilities Judy D’Arcy-Irvine currently has as Chairman. Many of these tasks should now be undertaken by other members of the committee. The delegation of functions with a proper handover should take place. It was suggested that the positions of Chairman and Deputy Chairman could be advertised in the Newsletter. To be discussed at the next meeting.

Position	Candidate	Proposed	Seconded	Elected
Chairman	Judy D’Arcy Irvine	Glenda Clark	David Harbottle	Yes
Treasurer	Glenda Clark	Judy D’Arcy Irvine	David Harbottle	Yes
Secretary	Lesley Brown	Judy D’Arcy Irvine	Glenda Clark	Yes
Deputy Chairman	tbc			

8. Election of Bookings Secretary, Grounds Officer and Maintenance Officer.

Judy D’Arcy-Irvine was currently Bookings Secretary. She asked Martin Webb if his wife Margaret would be interested in the position as she had previously voiced an interest. He said he will ask her, with a view to sharing the position between them. David Spencer said he would like some help with maintenance and property. Richard Petitt offered to assist.

Position	Candidate	Proposed	Seconded	Elected
Maintenance and Property Officer	David Spencer	David Harbottle	Jacqui Elkins	Yes
Grounds Officer	Hamish Scott-Dalgleish	Adrian Orr	Jacqui Elkins	Yes
Bookings Secretary	tbc			

9. Date of Next Meeting.

The next Village Hall Committee meeting will be held on 21st February 7-30 pm in the conference room.

(With agreement, subsequently re-arranged to Monday 28th February at 7.30 p.m. in the conference room)