

## **Minutes of the Enford Village Hall Committee Meeting Held on Tuesday 13<sup>th</sup> September 2011 at 6.45 p.m.**

**Present:** Judy D’Arcy-Irvine, Glenda Clark, David Spencer, David Harbottle, Martin Webb, Ollie Staggs, Jane Young, Lesley Brown, 1 Member of the public attended.

The Chairman, Judy D’Arcy-Irvine, opened the meeting and welcomed all present.

**1. Apologies:**

Adrian Orr, Jacqui Elkins, Bruce Carter, Richard Petitt, Hamish Scott-Dalgleish

**2. Treasurers Report.**

The Treasurer, Glenda Clark, reported on the accounts as at end of the financial year, June 2011. The accounts had been independently audited by Lt Col (Retd) Barrett OBE from Larkhill. Copies of the full audited accounts with Income and Expenditure breakdown and Bank Reconciliation were given to the committee. Glenda read through the income and expenditure explaining the details. The actual worth of the account as at 30<sup>th</sup> June 11 was £7,119.50 with a further £20,000 in the deposit account. Glenda reported that the 2 months into the new financial year had been slow. The forecast for 2011/2012 was encouraging, indicating breaking even, with a possibility of depositing a further £3,000 into the contingency savings account. This would give the contingency fund a total of £23,000 to cover emergencies, i.e. repairs to the building and grounds. Martin asked if there was a savings target for the contingency fund? 4%-5% on the capital cost of £550,000 is recommended. Glenda also reported on the property account with no further questions from the committee. The Chairman added there had been a grant of £900 from the Parish Council and £600 from the Community Fund both of which were gratefully received and helped keep hire charges down, particularly for local residents. A refund has been agreed by Gaigers Builders for problems which had recently become evident regarding work they had completed inadequately. This had caused problems with the lighting system and a consequent cost to replace emergency light fittings. All in all, it had been a successful year. The accounts at the end of the 2011/2012 financial year should be clearer as, by that time, they will exclude details of capital building costs and grants. Judy thanked Glenda for her time and the hard work she puts in to running the accounts very well. She also passed on her thanks to Lt Col (Retd) Barrett for auditing the accounts without charge. The Committee suggested a small gift was appropriate, and it was agreed a couple of bottles of wine would be sent with a letter of thanks. The Committee agreed to recommend the annual accounts to the AGM for approval.

- 3. Financial Forecast 2011-2012** Judy D’Arcy-Irvine handed out Enford Recreation Ground Village Hall Forecast 2011-2012 showing the forecast of bookings and profit for FY 11/12 based on bookings already received and on anticipated annual running costs based on the last year. One of the regular classes has now closed due to the teacher moving from the area. There are now 2 evenings per week available for regular hire and she asked if members could network to find other classes to hire the hall as user groups represent the ‘bread and butter’ of income.

- 4. AOB.** Judy has been working on a draft Charter and will email the committee a PDF copy for them to come back with suggestions or amendments before finalisation and approval. She reminded Members that the trustee declaration and acceptance of responsibility form will again be due for signature as it is an annual requirement. The meeting closed and Judy thanked Members for attending.

**Date of next meeting: Tuesday 18<sup>th</sup> October 2011 at 7pm.**