

Minutes of the Enford Village Hall Committee Meeting Held on Tuesday 14th May 2013

Present:

Judy D'Arcy-Irvine, Glenda Clark, David Spencer, David Harbottle, Lesley Brown,
Hamish Scott-Dalgleish,.

Apologies: Ollie Stagg, Martin Webb, Steve Becker, Adrian Orr, Jacqui Elkins, Jane Young,
Rory Plank, Ian Fribbins, Tracy Southard, Sam Smith, Paula Brown

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

1. Minutes Committee Meeting 6th November 2012:

Copies had previously been circulated. Judy briefly read through them and asked for any comments.
Acceptance of the Minutes proposed by David Spencer, Seconded by David Harbottle and agreed unanimously.

2. Matters Arising:

Included on the Agenda.

3. Parent & Toddler / Coffee Morning Update:

The Monday Parent and Toddler group had not been very well attended since the New Year. As a result the organisers had decided to change it into a Coffee Morning with everyone welcome. The first session had been the day before (Monday 13th May) with two visitors. The organisers had purchased food and drink to supply several Coffee Mornings. They are currently functioning as a Sub Committee of EVH and are covered by EVH insurance. In answer to the question it was confirmed that the Village Hall therefore has overall responsibility for this activity. It was agreed that the EVH should continue to support the group as they have worked very hard for a regular get together and it was hoped the initiative would succeed with continued support. Chairman asked the Treasurer for advice on how the income and expenditure should be accounted for. She asked if they should be given a float for expenditure with income and monies accounted for at each meeting. It was agreed the group would be asked for copies of their accounts from November to end June (end of the FY) for the next meeting in July.

4. Treasurer's Report:

Glenda Clark reported that the book balance was £6,123.51 with cheques still to be credited or cleared, making the actual worth of the account £7,065.51. The Bank Balance of £29,353.99 in the current account at the end of April 2013 included the £20,000 deposit which had recently matured and was waiting for reinvestment in two new deposit accounts at a higher interest rate with the CAF (Charities Aid Foundation). There were further Investments in High interest accounts of £5,000 and £3,000. Outstanding debtors are £652.00. Filmbank is holding a deposit from the Film Club of £150 which is returnable if or when the club closes and the Chairman's Float is £140. Income so far this financial year from hirings and donations is £14,170.78. Expenditure costs to date were £9,212.64 with some invoices still due to come in such as an electricity account and the Music Licences totalling around £1,000. Hamish questioned some entries in the accounts under Grounds Maintenance. Glenda will check any anomalies and make any necessary changes.

Chairman reminded the Committee that the Treasurer would be giving up her post at the end of the FY on 30th June and confirmed an independent examiner, Marshall Kearney, had been appointed to audit the accounts for the year 2012-2013 but a new Treasurer was needed. This was therefore Glenda's last meeting as Treasurer. She would draw up the final accounts ready for audit, and would report on the accounts FY2012-2013 to the AGM on 10 September. Judy thanked her for all of her hard work during the last 4 years as Treasurer. An advertisement was run last year asking for applications to be Treasurer but there had been no applicants. A further advertisement will be placed in the July Newsletter. A member of the committee asked if there was a contingency plan in place until a new Treasurer is appointed. As the Chairman already does some of the background work she, or Steve, could keep paperwork up to date on a temporary basis until a new Treasurer took over. Approaches had been made to find someone – a couple of names were suggested and Judy will try and contact them. If a volunteer could not be found it may be necessary to employ a bookkeeper for two or three hours per month to keep the monthly accounts.

Chairman said she probably put in at least 18 - 20 hours per month and if usage of the hall increases in line with aspirations in the Parish Plan then there may be a need to think about employing an administrator which could also include the role of bookkeeper.

5. Chairman's Report:

As a result of the findings from the Parish Plan Questionnaires and the responses received regarding the Village Hall, the Chairman had drafted and circulated an outline Draft Development Plan for the Village Hall over the next five to ten years. The main objective would be ways to increase usage of the hall with more activities and clubs. The Hall had come out very favourably in the survey with it being regarded as the main asset in the village and the quality of the amenities seen as excellent. With regard to hire fees, a couple of comments had been made that fees were too high and the hire charges document should be simplified. Chairman confirmed the charges for local residents are comparable with other halls in the area at £10 per hour without the use of the kitchen, £12 per hour with the use of the kitchen. Local Residents are on discounted rates with those outside the village paying slightly more. These charges include use of all equipment, heating and lighting. Overheads and running costs had been taken into consideration when setting the hire charges which had not risen since the Hall opened in June 2009.

It was suggested that an explanation of expenditure and running costs could be published in the Enford Newsletter to help residents understand the annual running costs. It was confirmed that the annual accounts, as well as all the Minutes, are published on the Newsletter website.

With regard to simplifying the booking form and hire charges document it was agreed that the Chairman would draft amendments for discussion at the next meeting. In order to simplify costs the use of crockery and cutlery etc could be automatically included in the charges and the lower rate without the equipment would be deleted. It was agreed the dishwasher should remain an additional charge if booked as it was expensive to maintain and some hirers did not wish to use it.

6. Parish Plan – VH Response / Update:

The Draft Development Plan had previously been circulated and there was a discussion covering the village as a whole and the Village Hall Committee's responsibility within the community to maintain the facilities and organise events. The results from the questionnaires showed that the Village Hall was seen as the main asset in the village with 80% of respondents either using the hall regularly, sometimes or on occasion. The Committee looked at the list of suggestions which the community said they would like to see provided at the hall which fell into roughly four categories Sport, Recreation, Entertainment and improvements to the venue. Many of the activities requested were already established or organised at the Hall. Although a couple of free events had been organised, including the New Year's Eve Party, they were not supported or well attended – so it does not appear to be a cost issue as the events were free. The Fireworks and Summer Fete are well attended – the fete is free entry but a charge for adults is made for the fireworks event, and no one appears to mind as numbers attending are very high.

Concerns were raised regarding other items on the list which would require funding from outside Village Hall resources. These included a play park, tennis court, outside exercise circuit equipment, benches for spectators and for a picnic area, and a dividing wall between the two areas inside the hall. To achieve everything the community said it wanted more volunteers would be needed to organise and run any new facilities. Committee Members do not have any more time to set up new activities or clubs as they are already fully committed to the ones they are involved in, as well as committed to running and maintaining the Village Hall to its current high standard. Grants would be needed to fund the capital projects with volunteers needed to put together and process applications which would involve a lot of work. It was felt that the Committee could not lay on many more entertainment events i.e. currently about four to six each year plus the regular Film Nights unless others were prepared to help and be involved. It was felt by a couple of Members that in today's world the requirement for village events was in decline with so much entertainment available through television and computers. Others thought that the survey showed that there is a demand – but without volunteers it cannot happen. Finally, after discussion, it was agreed that the draft Development Plan should be sent to the Parish Plan Committee to include the additional amenities and facilities which have been requested by the community and showing potential costs, if and how they need to be funded, and whether the Village Hall can implement the projects over the next few years. It was agreed most of the Parish Plan requests are either too expensive without funding from elsewhere in the village or from grant providers or they are outside the remit of the Enford Village Hall Committee. Therefore the Village Hall Committee can only take on smaller affordable improvements and try and encourage others to set up and organise additional activities, clubs or events. The community need to get involved with the things they say they want.

7. Future Improvements:

When repairs or annual servicing are required for the security roll down shutters the internal boxing in the Hall has to be removed. This is not only time consuming but an electrician has to be present to deal with the electrical fittings involved and the plaster and decoration is inevitably damaged. It had therefore been suggested that the boxing should be redesigned so that the fronts can be easily removed with chain hinges attached. Electrical fittings can be adapted for easy disconnection and reconnection and overall the decoration will not be affected. The new design would also remove the need for an electrician to be present with a saving in costs. Steve Becker had discussed a redesign with Quentin Brown, a local carpenter and shop fitter, who had quoted £490 for the work (£315 for the boxing and £175 for redecoration) It was agreed the quotation was reasonable for the work involved and was accepted by the Committee. Steve and Quentin will be asked to liaise over a date for the work to be carried out bearing in mind any dates in the diary for functions such as weddings or parties so that they are not affected by the work.

8. Maintenance Officer / Grounds Officer Reports:

Maintenance Officer David Spencer reported that the decorating day on 28th April went well. Volunteers were Steve Becker, David Spencer, Anthony and Judy D'Arcy-Irvine. The walls in the main hall, meeting room, entrance hall and corridor had been freshly painted and the paving slabs pressure cleaned ready for the summer season. The main storage area and outside stockade had also been cleared and tidied. Further work was required on re-varnishing outside doors and window sills with Sadolin, dealing with weeds on the paths and car park, with more shingle needed for the back path. Chairman thanked everyone for coming and for the work which went into keeping the Hall in such good condition – hirers were very appreciative of the high standards being maintained.

Grounds Officer Hamish Scott-Dalgleish reported that he had not yet heard from Sport England regarding the grant he had applied for. The application was for £15,000 (£5,000 a year for 3 years) and the grant was to help with the maintenance of the recreation ground. He reported that the grass mid pitch was not growing very well and it was agreed that Hamish could purchase fertiliser to help with new growth. The cost is approx £300 per tonne and Hamish will work out how much is required. *(Post meeting: although the three year grant application had not been successful Sport England had awarded a grant of £5,000 to the Village Hall for a new tractor mower to maintain the recreation ground)*

9. User Group Reports:

Short Mat Bowls David Spencer reported that the club is going well and the matches are being played outside elsewhere until October.

Gardening Club David Spencer reported the guest speaker had been unable to attend the April meeting but a 'Gardeners' Question Time' Q&A session had been organised at short notice with professional gardener Carol Davies answering questions from club members. This had been a very successful evening and the format may be repeated in the future.

Film Club Chairman reported the film for the 28th May was to be "Quartet" with "Les Miserables" booked for 25th June. There will be no Film Club in July or August. The Autumn Season will begin 17th September, film title to be confirmed. She thanked Steve Becker for helping with the Film Club which was still proving popular with regular attendees.

Football Club Ollie Stagg was not at the meeting but he had reported that the Saturday children's sessions were going reasonably well with between 8 and 12 children regularly attending.

10. Future Events:

- Family Picnic Day on the recreation ground - proposed date Sunday 4th August.
- Dance Evening - date to be arranged.
- Ceilidh possibly in October.
- The Church Christmas Fair will be held at the hall on Saturday 23rd November. The PCC had asked whether hire charges could be waived. This was agreed but it was felt that the PCC should be asked for a small donation towards the use of the hall to cover expenses.

11. Any Other Business: None

12. Date of Next Meeting: Tuesday 16th July 2013 at 7.30 pm

Followed by provisional dates:

2013 - AGM 10th September, 5th November. 2014 - 14th January, 11th March, 13th May

Judy thanked everyone for attending and closed the meeting.