

# Minutes of the Enford Village Hall Committee Meeting Held on Tuesday 3rd November 2015

## Present:

Judy D'Arcy-Irvine, Hannah Tucker, Hamish Scott-Dalgleish, Jacqui Elkins, David Spencer, Jane Young, Sally Parker, Ollie Stagg, Jonah Jones

1. **Apologies:** Kriss Mitchell, Steve Becker, Anthony D'Arcy-Irvine, Kev Bennetts
2. **Minutes Committee Meeting 15<sup>th</sup> September 2015:**  
Chairman briefly read through and asked for any comments. Acceptance of the Minutes proposed by Hamish Scott-Dalgleish, seconded by David Spencer and agreed unanimously.
3. **Draft Minutes of AGM 15<sup>th</sup> September 2015:**  
Chairman asked for any comments. It was agreed that the Draft Minutes were correct and should be presented for approval at the next AGM in September 2016.
4. **Matters Arising:**  
There were no matters arising
5. **Treasurer's Report:**  
With reference to the accounts from 1<sup>st</sup> July to 31<sup>st</sup> October Hannah reported that income of £3,089.15 was down on the same period last year which was £5,793.15. Expenditure was also slightly down compared to last year for the same period. Overall there was a surplus of £1,550.01 compared to a surplus for the same period last year of £3,672.20. She hoped that income for the next period would be more in line with the budget.
6. **Chairman's Report:**  
There was not much to report since the last meeting. Several events were planned and she hoped they would be well supported. The Annual Accounts and a Report been submitted to the Charity Commission and a further report completed for the Football Foundation (the third this year!)
7. **Maintenance Officer / Grounds Officer Reports:**  
Maintenance of the building and grounds was ongoing with no specific problems at present. Hannah will look into getting a quotation for cutting the hedge along the road to improve the sight lines as recently requested by Wiltshire Council.
8. **Election of User Group Representatives:**

Gardening Club	Sally Parker
Camera Club	Jane Young
Short Mat Bowls	David Spencer
Youth Club	Jonah Jones
Enford Junior Football Club	Ollie Stagg
Enford Senior Football Club	Kev Bennetts
Newsletter	Jacqui Elkins
Enford Parish Council	Anthony D'Arcy-Irvine
Parochial Church Council	Judy D'Arcy-Irvine

The election of all User Group Representatives was proposed by Jonah Jones, seconded by Hannah Tucker and agreed unanimously

## 9. **Election of Bookings Secretary, Grounds Officer, Maintenance Officer**

### Bookings Secretary:

Judy D'Arcy-Irvine was prepared to carry on as Bookings Secretary.

### Grounds Officer:

Hamish Scott-Dalgleish was prepared to act as Grounds Officer.

### Maintenance Officer:

David Spencer was prepared to carry on as Maintenance Officer.

Their election was proposed by Hannah Tucker, seconded by Jonah Jones and agreed unanimously

## **10. Election of Key Holders and Cheque Signatories:**

### **Key Holders:**

Judy D'Arcy-Irvine, David Spencer and Steve Becker were prepared to carry on with these roles. Jane Young also agreed to act as Deputy Key Holder in case of emergency.

Their election was proposed by Jacqui Elkins, seconded by Sally Parker and agreed unanimously.

### **Cheque Signatories:**

The four Cheque Signatories are currently Hannah Tucker, Judy D'Arcy-Irvine, David Spencer and Steve Becker. All Village Hall cheques for payments have to be signed by two signatories.

Their election was proposed by Jane Young, seconded by Jacqui Elkins and agreed unanimously.

## **11. Election of Chairman, Deputy Chairman, Treasurer and Secretary**

### Chairman:

Judy D'Arcy-Irvine was prepared to carry on as Chairman until someone else is willing to take on the role.

### Deputy Chairman:

Steve Becker was prepared to carry on as Deputy Chairman.

### Treasurer:

Hannah Tucker was prepared to carry on as Treasurer

### Secretary:

Kriss Mitchell was prepared to continue as Secretary.

Their election was proposed by Hamish Scott-Dalgleish, seconded by David Spencer and agreed unanimously.

## **12. Trustee Declaration Form**

The Annual Trustee Declaration Form was signed by the Committee members present and returned to the Chairman. Other members will be asked to sign at the next meeting. This annual declaration is required by the Charity Commission.

## **13. Projects completed since the last Meeting:**

Steve Becker had installed a timer which left all the car park lights on for ten minutes after the hall was closed and secured. This provided lighting for the last people leaving the premises.

## **14. Future Projects:**

- Upgrade Car Park Lights
- Stockade Shed
- Outdoor Exercise Equipment
- Annual Maintenance
- Redecoration Spring 2016

## **15. Future Events:**

- 8 November Remembrance Sunday Lunch in aid of Army Benevolent Fund and the Church
- 28 November Church Christmas Fair
- 8 December "A Christmas Carol" Theatre Production
- 13 December Children's Christmas Party in partnership with ECF

## **16. Date of Next Meeting and Proposed Dates for 2016**

12 January / 15 March / 17 May / 12 July / 13 September AGM / 8 November / 10 January 2017

Judy thanked everyone for attending and closed the meeting.