

The Village Hall

MILBORNE ST ANDREW

Notes of the Trustees' Committee Meeting Jan 23rd 2019, at 7.30pm in the Committee Room

Present: Pam Shults, Ian Karley, Sarah Ryan, Alison Riddle, Linda Wright, Ed Frost, Julie Johannsen, Sue Dawson, Sandie Sach, Jenny Balcon

1. **Apologies for absence:** Eric Crichton, Pam Shults, Gren Davis (he managed to come for a little while at the end)

2. **Minutes of the previous meeting and matters arising:**

The minutes of the previous meeting were approved.

Matters arising were dealt with under the appropriate headings below.

3. **Correspondence and communications:**

- a) The Charity Commission had sent a document which Sarah forwarded to all trustees
- b) Sarah has heard from the man who surveyed the trees. He has had open-heart surgery but hopes to be able to do the report very soon.

Fireline had emailed us saying that, according to the Regulatory Reform Order legislation, we must have 1 or more competent persons within our team trained in fire safety. They are doing a 2-hour course in Blandford on Feb 4th and March 4th.

ACTION SARAH TO SEND SUE D THE INFO.

4. **Finance**

- a) **The balance sheet** had been sent to everyone. Ed reminded us that it was not just the balance sheet for December but also for the end of year. He pointed out that the large figures were because we had had new doors, lots of redecoration and because of the CCTV. Elizabeth will audit it.
- b) **The missing cheques** never turned up. He had contacted Santander who told him to contact the people involved, ask them to cancel them and resubmit cheques. This they did. Santander agreed to Ed's request for £80 compensation.
- c) **letter to Parish Council:** Ed had sent this, but had received a long form to fill in which doesn't seem to be relevant as it is for one-off grants. Jenny said this might be because the budget for the year would have been set, just last week, whereas it might be within their power to give one-off grants this year. (The PC have been giving us £500 a year, which doesn't cover even half of the grass cutting costs, and grounds management costs us a whole lot more). Jenny said that 106 money might be available. She also suggested that we apply to Viridor, but we have already been told that we cannot apply to them any more as we have already received money from them. ACTION: JENNY AND ED SAID THAT THEY WOULD GO TO THE NEXT MEETING OF THE PARISH COUNCIL (FEB 20? DATE IN THE REPORTER)

5. Management

a) **Car park:** Pam had been emailed by someone who had booked the hall for a party and was angry as she had had to knock on Causeway doors to get them to move their cars, and one person had been rude to her. Both Pam and Sarah have emailed her and apologised, and offered her a full refund – which she declined, saying she didn't want to take from the Hall's funds. There was a long discussion about possible ways of easing the solution, as we are well aware that the Causeway residents are in a difficult position, but in the end it was agreed that we should go back to locking the car park: we cannot afford to put off potential hirers. It was decided that a letter should be sent to them all, of our intention to close the car park in the very near future, because of complaints and the need to make sure we still get hirers. ACTION SARAH

There was also discussion about how it should be locked: bollard/s were decided on, with a key for regular users and perhaps a key to be kept in the Hall. It was decided that Gren and Ian should discuss this, including exactly where the bollard/s should be (the old one had been in a very awkward place), finalise a plan and contact a supply and fit company. ACTION IAN AND GREN ASAP

b) Gren has said that the sign about NO DOGS will have been put up by this evening,

Joanne Miller has given us 2 cupboards

AGM: Calling Notice

c) **Kitchen:** The Village Lunch committee replied to Pam's email giving their views on the kitchen. They did not consider refurbishment necessary, but had several suggestions to make it function better. As a result it was decided that replacements for the existing cups and saucers would be bought. Sue will get quotes for Alison to buy around 20 new mugs and 50 cups and saucers, whilst Jenny will find out the Village Lunch's supplier. Ikea was mentioned as a good supplier as well. ACTION SUE, ALISON AND JENNY.

The urn was discussed. ACTION IAN WILL CHANGE THE FILTER

The dishwasher was discussed. We need to get the instructions and put them on the wall. ACTION SANDIE

We need more cupboard space, so that the glasses don't have to be stored so high up. We discussed possible places for more cupboards in the Committee Room and how we could source them. Alison might know someone who has just had a new kitchen ACTION ALISON.

One cupboard was opened, to reveal a few things belonging to the Village Lunch: Jenny said she didn't think anyone knew about it and would pass on the information ACTION JENNY

It was decided that Kelly must be informed that she needs to tell us immediately if there is a mess in the hall after an event, for instance, of if nuts have been left lying around, so that we can inform the people responsible ACTION SUE

6. Maintenance

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- a) **Trees:** Sarah has been trying to get hold of Marc Eldridge of SoundWood Tree Consultancy. He has not yet sent his report or an invoice.
- b) **Bins:** Gren has researched new bins for the playground and sent 2 possibilities which the Committee have seen. ACTION SARAH TO ASK LADYBIRDS TO DECIDE WHICH ANIMAL TO HAVE
- c) **The floor** needs to be buffed again. Sue said she will do it. Sarah suggested that we try and find someone else to do it on a regular basis as Sue is so busy and Dave Andrews was suggested as he has offered to help in the past. Alison will give Sue Dave's contact so she can ask him. ACTION SUE
- d) **Doors:** Gren had told Sarah that he would be getting back to us about them. We have had no complaints (and Liz says they are able to cope with them – I saw her today). ACTION GREN.
- e) **The internet** is now working!
- f) **The curtains:** Ian has yet to get the new curtain rails. ACTION IAN
- g) Pam has obtained three quotes for doing the **surface underneath the zip wire** and swings, all of which have been sent to the Committee. One of them is from a local man, Paul David, who helps with the churchyard. He has sent three quotes, for three different surfaces. All the quotes were discussed and we decided to go with Paul. It was pointed out that the membrane needs to be really tough.
ACTION SARAH AND PAM

7. Forthcoming events

Feb 7, 8 and 9: the pantomime

Feb 15 the next film: The Post. BAR: SARAH AND ALISON

Sar 16 Feb We have been asked if a Dog Psychology seminar could be held in the Hall. We agreed that we could do it. ACTION ALISON

Fri Feb 22 in the afternoon: there will be an Artsreach workshop for children followed by a Puppet Theatre performance.

Sun Mar 10, 7.30pm: Ninebarrow, a singing duo, courtesy of Artsreach. BAR: SANDIE AND LINDA

Fri March 15th: film – Mamma Mia, Here We Go Again. BAR: SANDIE AND ALISON

March 16th Blues Night. BAR: JENNY AND LINDA

9. Additional reports from user groups/ AOB:

Apparently, Sarah has written to the user groups and not bcc-d them. ACTION SARAH TO APOLOGISE TO USER GROUPS

10. Future meetings: All meetings at 19.30 in the Committee Room unless specified:

Feb 27th, Mar 27th; April 24th AGM at 7.00pm

The meeting finished at 9.21 pm

Standing Business Schedule

Meeting	Main Business
January	Set Budget and Rents
March	Agree Annual Report
April	AGM
May	Agree Year Plan / actions from AGM
July	Review Safety & Business Risks Undertake Safety Risk Assessment
November	Consider DRAFT Budget (for following year) / take user views

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Milborne St Andrew Village Hall					
Accounts at end of December 2018				This month	
Balances at end of November 2018				Income	
Santander	£ 30,659.65			Rent	£ 3,060.31
Nationwide	£ -			Films, etc	£ 80.50
Petty cash	£ 65.09			Fund raising	£ 12.00
TOTAL at end of last month	£ 30,724.74			Bar	£ 48.00
				Donations	£ -
				Grants	£ -
				£ 3,200.81	
Balance at bank (end of last month)	£ 30,659.65			Expenditure	
Deposits this month	£ 3,200.81			Utilities	£ 191.08
Payments this month	£ 2,957.51			Insurance	£ -
TOTAL Santander	£ 30,902.95			Misc licences	£ -
add Nationwide	£ -			IT costs	£ 21.00
add Petty cash	£ 65.09			Sundries	£ -
Grand TOTAL this month	£ 30,968.04			Cleaning	£ 419.72
				Repairs & decs	£ 289.11
				Capital spend	£ 1,925.00
				Film costs	£ 99.60
				Fund raising	£ 12.00
				Bar	£ -
				£ 2,957.51	
Difference (Income - Expenses)	£243.30			Difference	£243.30
Milborne St Andrew Village Hall					
Year to date accounts at end of December				This year so far	
Balances (end of 2017)				Income	
Santander	£ 24,380.15			Rent	£ 18,288.29
Nationwide	£ 6,343.43			Films, etc	£ 869.90
Petty cash	£ 79.21			Fund raising	£ 440.30
TOTAL at start of year	£ 30,802.79			Bar	£ 1,671.49
				Donations	£ 161.77
				Grants	£ 500.00
				£ 21,931.75	
Balance at bank (end of December 2018)				Expenditure	
Santander at end of 2017	£ 24,380.15			Utilities	£ 2,251.97
Deposits this year	£ 28,275.47			Insurance	£ 2,209.81
Payments this year	£ 21,752.67			Misc licences	£ 364.95
Current balance at Santander	£ 30,902.95			IT costs	£ 303.92
Nationwide	£ -			Sundries	£ 206.03
Petty cash	£ 65.09			Cleaning	£ 3,466.61
CURRENT GRAND TOTAL	£ 30,968.04			Repairs & decs	£ 6,297.01
				Capital	£ 4,723.16
Reserved for Playpark development	£ 13,000.00			Film costs	£ 1,004.42
Available for Village Hall	£ 17,968.04			Fund raising	£ 22.50
				Bar	£ 916.12
				£ 21,766.50	
Difference (Income - Expenses)	£165.25			Difference	£165.25
Commentary					