

The Village Hall

MILBORNE ST ANDREW

Notes of the Trustees' Committee Meeting Feb 27th 2019, at 7.30pm in the Committee Room

Present: Pam Shults, Ian Karley, Sarah Ryan, Linda Wright, Ed Frost, Sue Dawson, Jenny Balcon, Gren Davis

1. **Apologies for absence:** Eric Crichton, Julie Johannsen, Sandie Sach, Alison Riddle
2. **Minutes of the previous meeting and matters arising:**
The minutes of the previous meeting were approved after one or two changes.
Matters arising are dealt with under the appropriate headings below.
3. **Correspondence and communications:**
Sue D is going to the Fireline seminar on Monday
4. **Finance**
 - a. **Parish Council:** Ed went to the Parish Council meeting. He told us that they have accepted our argument that the playpark, field and meadow are maintained for the use of the whole village and so have agreed to pay for the mowing of the field and the strimming of the surrounding areas as from April.
 - b. He said the bank balance is going down as we are spending quite a lot, especially on the Play park. He explained the miscellaneous licenses item. Having talked to Sarah Fox, he contacted the relevant organization and should get a partial refund.
 - c. He explained that the fundraising cost of £147 is what we pay to the Reporter per year for a whole page of advertising, and this was discussed. ACTION JENNY TO TALK TO DAVE PAYNE
5. **Management**
 - a) **Car Park:** Sarah has not yet sent a letter to the Causeway residents, as she didn't know when the bollards would be installed. Gren thinks 2 bollards will be necessary but there is a worry about their weight. We agreed that drop-down ones are what we want. Do we want standard ones or pneumatic ones that are more expensive? We need to remember that it needs to be easy to do! ACTION GREN AND IAN TO GET COSTS THEN EMAIL ALL, BY MONDAY.
 - b) **Dogs:** someone has been seen taking their dog at night into the field and letting it off the lead.
 - c) **CIO Transfer of Assets:** Ed gave Pam a solicitor's name, Paul Lowe, and we decided to use him. He will charge but it seems pretty reasonable, around £1,000. Following discussion, it was agreed that Paul Lowe of Lowe Legal Services be given 'Powers' to complete the online form to request transfer of assets. Gren proposed, Sarah seconded and all those present agreed ACTION PAM

d) **AGM:** Pam said we need to agree the Report in advance. Pam will send Ed what she has done so he can do his report as well. The Committee discussed our various Achievements and Plans. ACTION PAM, ED AND SARAH TO SEND TO ALL

6. Maintenance

a) **Kitchen:** We discussed cups and mugs again. ACTION JENNY AND SUE TO LOOK AT THE CUPBOARD AND ITS CONTENTS.

The urn was discussed. ACTION IAN WILL CHANGE THE FILTER

The dishwasher was discussed. Pam said that the instructions are on the cupboard door above the dishwasher. SARAH WILL EMAIL SANDIE

b) We have been given **2 new cupboards** by Joanne Miller. Sarah has thanked her. Jenny said that the Village Lunch would like to keep ownership of the cupboard that had some of their things, and this was agreed.

c) **Floor:** Gren and Ian helped Sue find the buffer pads! She is going to contact Dave Andrews about doing it. ACTION SUE

d) **Kelly:** Sue has talked to Kelly about the need to tell us if there is a mess in the hall after an event. Kelly has asked if she could have a Karcher window-cleaner like Jenny's. We agreed that would be fine but asked Sue to ask her how she is doing the top windows

e) **Doors:** Gren has spoken to the door people, who say that we should have specified that we didn't want twist locks. A lot of money would be needed to change them so it was decided that we should have a notice on the doors telling people what they need to do to lock them so that they cannot be opened from the outside. ACTION GREN AND SARAH

f) **Curtains and blinds:** Ian will get new curtain rails and also **new blinds** for the doors. ACTION IAN

g) **Car park wall:** We need to find out whether the people at Corner Cottage plan to do anything more to the wall ACTION SARAH

h) **Trees:** Marc Eldridge of SoundWood Tree Consultancy still has not yet sent his report or an invoice.

i) **Bins:** Gren said the new Frog Bin will arrive next week

j) **Play park:** the flooring underneath the swings has been renewed satisfactorily

k) **Zip wire:** Pam has spoken to Paul David, who will do it in March. Sarah will be his contact when Pam is away.

l) **CCTV:** ACTION GREN AND IAN BY MARCH 9,10 LATEST

7. Forthcoming events

Sun Mar 10th, 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

Sat March 16th, Blues Night. BAR: JENNY AND LINDA

Good Friday, April 19th: Messy Church

8. Additional reports from user groups/ AOB:

a) **W.I on Thurs 14th** have got someone talking about Bletchley Park

b) Sarah has apologised to the user groups for not bcc-ing them.

The Village Hall

MILBORNE ST ANDREW

c) Ian said that the Players would like to have the stage up for 3 weeks rather than 2, twice a year. This affects Ladybirds and the Line Dancers. We decided that this was ok and if anyone wants to complain then they should do it to the Committee.

9. **Future meetings:** All meetings at 19.30 in the Committee Room unless specified: Mar 27th (Pam apologized in advance for the fact that she might not be able to make it, owing to looking after a poorly relative); April 24th AGM at 7.00pm

The meeting finished at 8.58 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

Milborne St Andrew Village Hall			
Accounts at end of January 2019		This month	
Balances at end of December 2019		Income	
Santander	£ 30,902.95	Rent	£ 682.04
Nationwide		Films, etc	£ 177.50
Petty cash	£ 65.09	Fund raising	£ -
TOTAL at end of last month	£ 30,968.04	Bar	£ 85.00
		Donations	£ -
		Grants	£ 17.33
			£ 961.87
Balance at bank (end of last month)		Expenditure	
Deposits this month	£ 961.87	Utilities	£ 343.61
Payments this month	£ 1,390.49	Insurance	£ -
TOTAL Santander	£ 30,474.33	Misc licences	£ 470.92
add Nationwide	£ -	IT costs	£ 21.00
add Petty cash	£ 65.09	Sundries	£ -
Grand TOTAL this month	£ 30,539.42	Cleaning	£ 308.36
		Repairs & decs	£ -
		Capital spend	£ -
		Film costs	£ 99.60
		Fund raising	£ 147.00
		Bar	£ -
			£ 1,390.49
Difference (Income - Expenses)	-£428.62	Difference	-£428.62
Milborne St Andrew Village Hall			
Year to date accounts at end of December		This year so far	
Balances (end of 2018)		Income	
Santander	£ 30,902.95	Rent	£ 682.04
Nationwide	£ -	Films, etc	£ 177.50
Petty cash	£ 65.09	Fund raising	£ -
TOTAL at start of year	£ 30,968.04	Bar	£ 85.00
		Donations	£ -
		Grants	£ 17.33
			£ 961.87
Balance at bank (end of December 2018)		Expenditure	
Santander at end of 2017	£ 30,902.95	Utilities	£ 343.61
Deposits this year	£ 961.87	Insurance	£ -
Payments this year	£ 1,390.49	Misc licences	£ 470.92
Current balance at Santander	£ 30,474.33	IT costs	£ 21.00
Nationwide	£ -	Sundries	£ -
Petty cash	£ 65.09	Cleaning	£ 308.36
CURRENT GRAND TOTAL	£ 30,539.42	Repairs & decs	£ -
		Capital	£ -
Reserved for Playpark development	£ 13,000.00	Film costs	£ 99.60
Available for Village Hall	£ 17,539.42	Fund raising	£ 147.00
		Bar	£ -
			£ 1,390.49
Difference (Income - Expenses)	-£428.62	Difference	-£428.62
Commentary			
Fund raising = advertising subscription in MSA Reporter			
Licences = Lottery + Music			