

The Village Hall

MILBORNE ST ANDREW

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

Present: Ian Karley, Sarah Ryan, Linda Wright, Ed Frost, Sue Dawson, Alison Riddle

1. **Apologies for absence:** Eric Crichton, Pam Shults, Julie Johannsen, Sandie Sach, Gren E Davis
2. **Minutes of the previous meeting and matters arising:**
The minutes of the previous meeting were approved after one change.
Matters arising are dealt with under the appropriate headings below.
3. **Correspondence and communications:** none
4. **Finance**
 - a. **Parish Council:** Ed reported that the Parish Council has agreed a grant for next financial year for grass cutting at £1143.65. If Ed gets other quotes it may be possible that they take over the costs every year.
 - b. As per last month the bank balance is going down as we are spending quite a lot, especially on the Play park. £3000 for resurfacing the play park and he has also paid a deposit for the zip wire. There will be added expenditure on that as a sand base is required and some of the posts need replacing.
 - c. Ed has received a refund of £290 for the license; thanks to Sarah Fox for her help.
 - d. On a positive note the bar has done very well this month at the Artsreach event, film night and blues night.
5. **Management**
 - a) **Car Park:** the cost of installing bollards is at least £1000. Ian has suggested installing new posts and two gates which will be a lot cheaper and easy for users to close and lock, He will get prices and email them. ACTION IAN
 - b) **CIO Transfer of Assets:** this is moving forward – Paul Lowe has documents and will be liaising with Pam when she returns.
6. **Maintenance**
 - a. **Kitchen:** Jenny has ordered the cups etc. and also more wine glasses. The old crockery will need to be disposed of.
Kelly has asked for a new bin and washing up bowl; this was agreed. Also, the kettle leaks so a new one is required. ACTION SUE
 - b. **Floor:** Sue has buffed the floor but has not contacted Dave Andrews yet. ACTION SUE

- c. **The new doors:** need a sign saying how to open and close. ACTION IAN AND SARAH
- d. **Curtains and blinds:** Ian has new curtain rails but blinds for the new doors are proving difficult due to size. It was suggested that we put fablon on the lower glass. Ian will still try for blinds. ACTION IAN
- e. **Car park wall:** Sarah has spoken to the people at Corner Cottage and they said that the wall will need painting.
- f. **Trees:** Marc Eldridge of SoundWood Tree Consultancy still has not yet sent his report or an invoice. This is as per the last minutes. ACTION SARAH
- g. **Bins:** an incorrect one was sent but the frog has now arrived. It needs to sit on a slab. ACTION GREN
- h. **Zip wire:** Pam has spoken to Paul David who will do it in April. Sarah will be his contact when Pam is away.
- i. **CCTV:** Ian has started installing it but will wait until Gren returns
- j. **The pictures from the art club** need returning to Elaine Antony and also the notice boards need rehangng. ACTION ALISON
- k. **Committee room kitchen:** is now very overcrowded with Ladybird's equipment. It is difficult to get to the cupboards and the seat cushions. Sarah will talk to the youth club to see if they still need their shed. If not, it could be used for this equipment. ACTION SARAH.
- l. **The loft:** this is in a mess and a lot of the stuff in there could be disposed of. Sarah will ask the youth club if they want what is theirs. It was decided to meet at 6pm on next committee night (Wednesday 22nd May) to clear. ACTION SARAH & ALL
- m. Sandie has asked for a plug to be fitted to the new fridge. ACTION IAN

7. **Fireline seminar:** Sue had attended this and found it very instructive. She ran through 19 points that had been highlighted and we found that almost all were covered. There needs to be an amendment to the booking form to say where hirers should evacuate to and that they should call 999. Also, Sue will check the age of the fire blanket. Although we don't have a roll shutter on the kitchen, when the fire officer had inspected the hall, he had passed it. ACTION SUE, ALISON & ED

8. **Forthcoming events:**

Good Friday, April 19th: Messy Church

The next film night is Bohemian Rhapsody on Friday April 10th It has been decided that small tables will be put out at film night so that people can bring nibbles. Sandie & Alison will do the bar.

9. **Additional reports from user groups/ AOB:**

Sandie had asked if she and Amy could arrange a village summer event on the field. This was agreed. ACTION SANDIE

The school have asked to borrow tables for their fete.

10. **Future meetings:** All meetings at 19.30 in the Committee Room unless specified:
THURSDAY May 1st AGM at 7.00pm

The Village Hall

MILBORNE ST ANDREW

The meeting finished at 8.55 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 February 2019**

This month

Balances at end of January 2019

Santander	£ 30,474.33
Nationwide	£ -
Petty cash	£ 65.09
TOTAL at end of last month	£ 30,539.42

Balance at bank (end of last month)	£ 30,474.33
Deposits this month	£ 500.74
Payments this month	£ 3,142.78
TOTAL Santander	£ 27,832.29
add Nationwide	£ -
add Petty cash	£ 65.09
Grand TOTAL this month	£ 27,897.38

Difference (Income - Expenses) **-£2,642.04**

Income

Rent	£ 283.24
Films, etc	£ 122.00
Fund raising	£ -
Bar	£ 95.50
Donations	£ -
Grants	£ -
	£ 500.74

Expenditure

Utilities	£ 235.41
Insurance	£ -
Misc licences	£ -
IT costs	£ 21.00
Sundries	£ -
Cleaning	£ 250.56
Repairs & decs	£ 2,624.64
Capital spend	£ -
Film costs	£ 99.60
Fund raising	£ -
Bar	£ (88.43)
	£ 3,142.78

Difference **-£2,642.04**

**Milborne St Andrew Village Hall
Year to date accounts at end of February**

This year so far

Balances (end of 2018)

Santander	£ 30,902.95
Nationwide	£ -
Petty cash	£ 65.09
TOTAL at start of year	£ 30,968.04

Balance at bank (end of December 2018)	
Santander at end of 2018	£ 30,902.95
Deposits this year	£ 1,462.61
Payments this year	£ 4,533.27
Current balance at Santander	£ 27,832.29
Nationwide	£ -
Petty cash	£ 65.09
CURRENT GRAND TOTAL	£ 27,897.38

Reserved for Playpark development	£ 10,516.00
Available for Village Hall	£ 17,381.38

Difference (Income - Expenses) **-£3,070.66**

Income

Rent	£ 965.28
Films, etc	£ 299.50
Fund raising	£ -
Bar	£ 180.50
Donations	£ -
Grants	£ 17.33
	£ 1,462.61

Expenditure

Utilities	£ 579.02
Insurance	£ -
Misc licences	£ 470.92
IT costs	£ 42.00
Sundries	£ -
Cleaning	£ 558.92
Repairs & decs	£ 2,624.64
Capital	£ -
Film costs	£ 199.20
Fund raising	£ 147.00
Bar	£ (88.43)
	£ 4,533.27

Difference **-£3,070.66**

Commentary

Capital for Playpark reduced by £2484.00 following swings area resurfacing.