

The Village Hall

MILBORNE ST ANDREW

Notes of the Trustees' Committee Meeting June 26th 2019, at 7.30pm in the Committee Room

Present: Ian Karley, Linda Wright, Ed Frost, Rose Frost, Alison Riddle, Sandie Sach

1. **Apologies for absence:** Eric Crichton, Pam Shults, Sarah Ryan, Sue Dawson & Jenny Balcon (Paul Tasker & Gren E Davies had sent apologies but not known at time of meeting)
2. **Minutes of the previous meetings and matters arising:**
The minutes of the previous meetings were approved.
Matters arising and action points are dealt with under the appropriate headings below.
3. **Correspondence and communications:**
Nothing forwarded for meeting
4. **Finance**
Ed said that the Beavers are now all paid but that the Players haven't paid. Alison pointed out that she was late in sending them their invoices. Ed has received the grant for grass cutting from the Parish Council of £1144.00, with which he has paid Dorset Council. He was concerned about the June electricity bill, which was higher (£110) than in Winter (around £80) ACTION IAN
5. **Management**
 - a. **Website:** this has been updated– thanks to Ed. It was agreed that it was an improvement. Ed pointed out that he has only included minutes of current financial year.
 - b. **Car Park:** The gates have been ordered.
 - c. **CIO Transfer of Assets:** Pam has reported that Paul Lowe is seeking permission from the Fields in Trust to transfer the land.
6. **Maintenance**
 - a. **Fencing:** Pam, Sarah & Gren have met with the MacLeans but as none of them were present at this meeting no report. Could this be emailed to the committee before the next meeting. *Gren had sent report but not available at meeting*
I have contacted Mintern fencing and hopefully meeting someone at the hall Friday. If not they will come next week sometime.
I thought the meeting with the MacLeans went well, we are going to try and improve the temporary fencing short term with the help from Mr MacLean.
Need to agree on what height/style fencing we want along the whole road side.
And then secure funding to cover the £15k plus costs.

b. Flooring: Alison saw Dave Andrews and he is willing to try the polisher. He will liaise with Sue

c. Bins: Alison has the slab for the Frog bin. Needs fixing. ACTION GREN

d. Playpark: Paul is going to cost renewing the obstacle equipment. Paul and Mark will consider maintaining the zip wire floor and the circular path. Pam sent price of replacing swings and chains etc. Cradle seat with chains £235 and flat seat with chains £141. It was agreed to purchase these. ACTION PAM

e. Zip wire: it had been stated in the play park inspection that the zip needs dismantling and checked for maintenance. It was suggested that the inspection company be asked if they could do this. ACTION SARAH

f. Curtains: these have been fireproofed and now need hanging. ACTION IAN

g. CCTV: Ian has started installing it but needs someone else to help. ACTION IAN

h. All Art Group pictures have gone and notice boards up.

i. Keys: Alison is working her way through the list of people in the book. ACTION ALISON

j. The loft: This was cleared. There is a keyboard and small amplifier; not known who owns it.

7. Forthcoming events: The next film night is “Stan & Ollie” on Friday July 12th Sandie will do the bar. Party on 20th July which will need bar. ACTION SANDIE

8. AOB:

a. Anti-social behavior: Pam had reported that we need some sort of policy for this. She was willing to write the policy but unsure who to contact to discuss this. Sandie said that she will look into it. ACTION SANDIE

b. Vandalism: there had been some damage to the shelter; glass broken and graffiti scratched into wood. Ed & Ian removed the broken pieces and will leave it unglazed.

c. Business Plan: time of year to review safety & business risks as well as repeat Risk Assessment. Ian said he will look at it. ACTION IAN

9. Report from user groups: Ian reported that the stage blocks are squeaking badly during performances. The Players are going to overhaul them.

10. Future meetings: All meetings at 19.30 in the Committee Room unless specified: July 24th

The meeting finished at 8.25 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

Milborne St Andrew Village Hall				
Accounts at end of June 2019			This month	
Balances at end of May 2019			Income	
Santander	£ 29,779.75		Rent	£ 85.40
Nationwide	£ -		Films, etc	£ 52.50
Petty cash	£ 65.09		Fund raising	£ -
TOTAL at end of last month	£ 29,844.84		Bar	£ 43.30
			Donations	£ -
			Grants	£ -
				£ 181.20
Balance at bank (end of last month)	£ 29,779.75		Expenditure	
Deposits this month	£ 181.20		Utilities	£ 187.00
Payments this month	£ 2,266.25		Insurance	£ -
TOTAL Santander	£ 27,694.70		Misc licences	£ -
add Nationwide	£ -		IT costs	£ 21.00
add Petty cash	£ 65.09		Sundries	£ -
Grand TOTAL this month	£ 27,759.79		Cleaning	£ 262.72
			Repairs & decs	£ 1,481.93
			Capital spend	£ -
			Film costs	£ 99.60
			Fund raising	£ -
			Bar	£ 214.00
				£ 2,266.25
Difference (Income - Expenses)	-£2,085.05		Difference	-£2,085.05
Milborne St Andrew Village Hall				
Year to date accounts at end of June			This year so far	
Balances (end of 2018)			Income	
Santander	£ 30,902.95		Rent	£ 5,677.10
Nationwide	£ -		Films, etc	£ 736.00
Petty cash	£ 65.09		Fund raising	£ -
TOTAL at start of year	£ 30,968.04		Bar	£ 1,092.30
			Donations	£ 230.20
			Grants	£ 1,161.33
				£ 8,896.93
Balance at bank (end of December 2018)			Expenditure	
Santander at end of 2018	£ 30,902.95		Utilities	£ 1,331.73
Deposits this year	£ 8,896.93		Insurance	£ -
Payments this year	£ 12,105.18		Misc licences	£ 191.34
Current balance at Santander	£ 27,694.70		IT costs	£ 126.00
Nationwide	£ -		Sundries	£ 376.53
Petty cash	£ 65.09		Cleaning	£ 1,731.10
CURRENT GRAND TOTAL	£ 27,759.79		Repairs & decs	£ 7,011.57
			Capital	£ 131.36
Reserved for Playpark development	£ 7,533.00		Film costs	£ 597.60
Available for Village Hall	£ 20,226.79		Fund raising	£ 147.00
			Bar	£ 460.95
				£ 12,105.18
Difference (Income - Expenses)	-£3,208.25		Difference	-£3,208.25
Commentary				
Repairs and decs: Annual Grass Cutting + Fire safety check payments = £1481.93				