

# The Village Hall

MILBORNE ST ANDREW

## Notes of the Trustees' Committee Meeting July 24th 2019, at 7.30pm in the Committee Room

**Present:** Pam Shults, Ian Karley, Sarah Ryan, Linda Wright, Ed Frost, Rose Frost, Sandie Sach, Jenny Balcon

1. **Apologies for absence:** Eric Crichton, Gren Davis, Sue Dawson, Alison Riddle
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:**  
All dealt with under appropriate headings
4. **Finance**  
Ed said all is well: we are a bit down at the moment but all the big bills should have been paid by now. The Players still haven't paid (*They have now*)  
Sandie has been very active and the Bar has made nearly £1000 this year.  
Pam thanked Ed for all he does.
5. **Management**
  - **Car Park:** Ian said that he has the gates but has to find a better post as the one he was sent isn't strong enough. ACTION IAN
  - **CIO Transfer of Assets:** Pam said that the solicitor has discovered that the Fields in Trust (FIT) won't allow land to be transferred willy nilly and it will go before a FIT meeting on the 26<sup>th</sup> July.
  - **Policies:** Pam said she was grateful to Mrs McLean for offering to help with policies.
  - **Safety and Business Risk Assessment**  
Pam asked what people felt about this, as it is scheduled for July's meeting. Ed will ask Elizabeth if she has any knowledge about this and what is needed. The Risk Assessment needs updating ACTION ED AND IAN
6. **Maintenance**
  - **Fencing** Gren, although unable to come to the meeting, reported that he and Mr McLean raised the height of the fence, and that the McLeans were pleased with the result. He said that Mintern were coming the next day to look at the fence and give quotes on various options. (Sarah had not been able to find out who had put up the

fencing originally). Pam said that there are still things to decide about the different options for the fencing. We discussed this and Ed said that we don't necessarily want to spend thousands of pounds for something which for most of the time has been ok. ACTION GREN

- Pam is going to be sending off for some **swing equipment** now that she has some information from Ed and Ian. It was decided that she should get chains bolts etc. ACTION PAM
- Mr Lock has asked us if **the Fit Bit** to go up to the Sports Field. We discussed this and agreed that it could go. Pam will talk to Mr Lock. ACTION PAM
- Sarah will contact Higgs about maintenance of the **zip wire** ACTION SARAH
- **Playpark / top field**  
Paul David was going to give us some quotes for maintaining the top field but Pam said he has been away. She will chase him up if he hasn't done anything in the next 2 weeks. ACTION PAM
- **Damage to play equipment:**  
Sarah reported that the three boys who damaged the play equipment had come up to her house and met her and Amy. They had apologized for what they had done and explained that it was an accident. Sarah and Amy had been quite forceful in explaining that play equipment for little kids is not suitable for teenagers to jump off. The father of one of the boys is a professional carpenter and joiner and has offered to repair it. Sandie proposed that we ask him to re-instate it; Jenny seconded this and it was passed. (*This has now been done*). It was decided that something should go on Facebook and into the Reporter. ACTION SARAH and LINDA
- **Football**  
Sarah said that she and Amy had talked to Malcolm later that evening at the Sports Centre, and asked him whether it would be alright for boys to play football on the bottom field. He had said that they could, providing that they did not use the permanent goal posts as he did not want them becoming a sea of mud. It was decided that this should be communicated to Mr Lock ACTION SARAH
- **Trees** Marc of Soundwood Consultancy has finally sent the tree report and has also sent a report to Dorset Council. ACTION SARAH TO SEND REPORT TO ALL
- **CCTV** Ian is hoping to carry on with it on Sunday.
- **Floor:** Alison says that Dave Andrews has done the polishing
- **Curtains and blinds:** The curtains have been fireproofed and they will go up in the next few days ACTION IAN
- **Keys:** Sarah said that Alison is going through the Keys' Book. The new Parish Clerk think that he doesn't have keys to the Front Door. When Sarah rang Colin he was adamant that he had given Wayne one. ACTION SARAH TO CONTACT WAYNE
- **The loft:** It was agreed that we should try and get the amplifier that was found here to a good home ACTION ALISON

## 7. Forthcoming events:

The next film night is 'Green Book' on Friday Sept 6<sup>th</sup>. Sarah reminded people that they could borrow dvds from her and gave Ed £7 donation from Lynne Chatfield and Meg. Jenny and Sandie will do the bar.

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

Jenny says that the Lunch Club is pleased that the dishwasher seems to be working again but were worried that we were thinking of changing it. It was agreed that we should leave it if it is working.

**10. Future meetings:** All meetings at 19.30 in the Committee Room unless specified: Sept 25, Oct 23 and Nov 27

The meeting finished at 8.53 pm

**Standing Business Schedule**

<b>Meeting</b>	<b>Main Business</b>
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

<b>Milborne St Andrew Village Hall</b>			
<b>Accounts at end of July 2019</b>			This month
<b>Balances at end of June 2019</b>			<b>Income</b>
Santander	£ 27,694.70	Rent	£ 2,285.47
Nationwide	£ -	Films, etc	£ 105.00
Petty cash	£ 65.09	Fund raising	£ -
<b>TOTAL at end of last month</b>	<b>£ 27,759.79</b>	Bar	£ 466.00
		Donations	£ 10.00
		Grants	£ -
			<b>£ 2,866.47</b>
<b>Balance at bank (end of last month)</b>	£ 27,694.70	<b>Expenditure</b>	
Deposits this month	£ 2,866.47	Utilities	£ 157.10
Payments this month	£ 3,622.17	Insurance	£ 2,330.95
<b>TOTAL Santander</b>	<b>£ 26,939.00</b>	Misc licences	£ -
add Nationwide	£ -	IT costs	£ 21.00
add Petty cash	£ 65.09	Sundries	£ -
<b>Grand TOTAL this month</b>	<b>£ 27,004.09</b>	Cleaning	£ 324.30
		Repairs & decs	£ 475.00
		Capital spend	£ -
		Film costs	£ 96.90
		Fund raising	£ -
		Bar	£ 216.92
			£ 3,622.17
<b>Difference (Income - Expenses)</b>	<b>-£755.70</b>	<b>Difference</b>	<b>-£755.70</b>
<b>Milborne St Andrew Village Hall</b>			
<b>Year to date accounts at end of July</b>			This year so far
<b>Balances (end of 2018)</b>			<b>Income</b>
Santander	£ 30,902.95	Rent	£ 7,962.57
Nationwide	£ -	Films, etc	£ 841.00
Petty cash	£ 65.09	Fund raising	£ -
<b>TOTAL at start of year</b>	<b>£ 30,968.04</b>	Bar	£ 1,558.30
		Donations	£ 240.20
		Grants	£ 1,161.33
			<b>£ 11,763.40</b>
<b>Balance at bank (end of December 2018)</b>		<b>Expenditure</b>	
Santander at end of 2018	£ 30,902.95	Utilities	£ 1,488.83
Deposits this year	£ 11,763.40	Insurance	£ 2,330.95
Payments this year	£ 15,727.35	Misc licences	£ 191.34
<b>Current balance at Santander</b>	<b>£ 26,939.00</b>	IT costs	£ 147.00
Nationwide	£ -	Sundries	£ 376.53
Petty cash	£ 65.09	Cleaning	£ 2,055.40
<b>CURRENT GRAND TOTAL</b>	<b>£ 27,004.09</b>	Repairs & decs	£ 7,486.57
		Capital	£ 131.36
Reserved for Playpark development	£ 7,533.00	Film costs	£ 694.50
Available for Village Hall	£ 19,471.09	Fund raising	£ 147.00
		Bar	£ 677.87
			<b>£ 15,727.35</b>
<b>Difference (Income - Expenses)</b>	<b>-£3,963.95</b>	<b>Difference</b>	<b>-£3,963.95</b>
<b>Commentary</b>			

<b>Milborne St Andrew Village Hall</b>			
<b>Accounts at end of August 2019</b>		<b>This month</b>	
<b>Balances at end of July 2019</b>		<b>Income</b>	
Santander	£ 26,939.00	Rent	£ 199.17
Nationwide	£ -	Films, etc	£ 7.00
Petty cash	£ 65.09	Fund raising	£ -
<b>TOTAL at end of last month</b>	<b>£ 27,004.09</b>	Bar	£ -
		Donations	£ -
		Grants	£ -
			<b>£ 206.17</b>
<b>Balance at bank (end of last month)</b>	<b>£ 26,939.00</b>	<b>Expenditure</b>	
Deposits this month	£ 206.17	Utilities	£ 115.91
Payments this month	£ 1,344.34	Insurance	£ -
<b>TOTAL Santander</b>	<b>£ 25,800.83</b>	Misc licences	£ -
add Nationwide	£ -	IT costs	£ 21.00
add Petty cash	£ 65.09	Sundries	£ -
<b>Grand TOTAL this month</b>	<b>£ 25,865.92</b>	Cleaning	£ 262.72
		Repairs & decs	£ 944.71
		Capital spend	£ -
		Film costs	£ -
		Fund raising	£ -
		Bar	£ -
			<b>£ 1,344.34</b>
<b>Difference (Income - Expenses)</b>	<b>-£1,138.17</b>	<b>Difference</b>	<b>-£1,138.17</b>
<b>Milborne St Andrew Village Hall</b>			
<b>Year to date accounts at end of August</b>		<b>This year so far</b>	
<b>Balances (end of 2018)</b>		<b>Income</b>	
Santander	£ 30,902.95	Rent	£ 8,161.74
Nationwide	£ -	Films, etc	£ 848.00
Petty cash	£ 65.09	Fund raising	£ -
<b>TOTAL at start of year</b>	<b>£ 30,968.04</b>	Bar	£ 1,558.30
		Donations	£ 240.20
		Grants	£ 1,161.33
			<b>£ 11,969.57</b>
<b>Balance at bank (end of December 2018)</b>		<b>Expenditure</b>	
Santander at end of 2018	£ 30,902.95	Utilities	£ 1,604.74
Deposits this year	£ 11,969.57	Insurance	£ 2,330.95
Payments this year	£ 17,071.69	Misc licences	£ 191.34
<b>Current balance at Santander</b>	<b>£ 25,800.83</b>	IT costs	£ 168.00
Nationwide	£ -	Sundries	£ 376.53
Petty cash	£ 65.09	Cleaning	£ 2,318.12
<b>CURRENT GRAND TOTAL</b>	<b>£ 25,865.92</b>	Repairs & decs	£ 8,431.28
		Capital	£ 131.36
Reserved for Playpark development	£ 7,069.61	Film costs	£ 694.50
Available for Village Hall	£ 18,796.31	Fund raising	£ 147.00
		Bar	£ 677.87
			<b>£ 17,071.69</b>
<b>Difference (Income - Expenses)</b>	<b>-£5,102.12</b>	<b>Difference</b>	<b>-£5,102.12</b>
<b>Commentary</b>			
Repairs and Decs: Frog Bin, Ladybirds Fencing, Replacement Swings, Tree Survey.			