

The Village Hall

MILBORNE ST ANDREW

Draft Notes of the Trustees' Committee Meeting Sept 25th 2019, at 7.30pm in the Committee Room

Present: Pam Shults, Ian Karley, Sarah Ryan, Linda Wright, Ed Frost, Rose Frost, Gren Davis, Sandie Sach,

- 1. Apologies for absence:** Eric Crichton, Paul Tasker, Sue Dawson, Alison Riddle, Jenny Balcon
- 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:**
Pam has had two phone calls about the Quiz Night but all is well. Everything else is dealt with under appropriate headings.
- 4. Finance**
Ed had previously sent us 2 monthly summaries. There is still more money going out than is coming in. Alison however has sent through a lot of money to be paid in and her bookings are going very well.
Safety and Business Risk Assessment
Ed drew up this document after talking to Elizabeth Humphrey, who had been very helpful, and it was sent to us all beforehand. Together we went through it all.
Risk 1, Premises cannot be used,
 - We need to check the insurance policy so that we are sure exactly what is covered in what situation ACTION SARAH./ ED
 - Ed will add something to the Booking Form about our not being responsible for finding alternative accommodation in case of fire/flood etc. ACTION ED**Risk 2, Chair/secretary/booking secretary/treasurer posts can't be filled**
 - We need deputies: Linda offered to be Deputy Secretary and Sandie Deputy Bookings Clerk. We need a deputy Treasurer ACTION ED.
 - Ed suggested that we have generic email addresses and that there should be a phone number for the Bookings Secretary. Ian said that calls could be redirected from our existing hall number.
ACTION SANDIE TO DISCUSS THIS WITH ALISON**Risk 3, Fraud**
Ed said he thought that fraud would be highly unlikely for the sum of £25,000 but it was agreed that it could not be ruled out. An Assistant/Deputy Treasurer

would be useful. Should we get BACS payments to be confirmed by another person? ACTION ED

Risk 4, Outside facilities out of action/unsafe

We need someone to conduct regular weekly and monthly checks of equipment, inside and outside, as Roy Sach used to do – even if we have to pay someone. That person then perhaps could be a designated First Responder. ACTION SANDIE TO ASK ROY ABOUT WHAT HE DID AND HOW MANY HOURS HE THOUGHT WOULD BE NEEDED.

Risk 5, Competition

- Ed wondered whether we should increase our publicity and various ways of doing this were discussed.
- Ed then asked if we felt we should be doing more to make the place more attractive. Pam thought that a Users' Poll would be necessary to find that out and Sandie said that we weren't suitable for weddings anyway.
- The possibility of offering a paid-for Bar and bar staff should be added to a future agenda for discussion.

ACTION SARAH

Risk 6, Reputation

- We discussed getting local businesses who do work for us, to charge a little less in return for advertising their name – which would add to community spirit.
- We decided we should try and take more pictures which could then be sent to Linda for the Reporter.

Risk 7, Avoidance/wilful blindness

Sometimes people say they will do something with the best will in the world, but actually don't have the time, so it doesn't get done. We discussed what to do about this.

Pam thanked Ed for carrying out the task.

5. Management

Car Park:

- Alison has reported that a lady knocked down one of the bollards in the car park last week; she has offered to pay to have it repaired and knows a person who can do it. However, as we are not yet sure where we want the bollard, it would be better to have a financial contribution, perhaps of £250 (the estimated cost of a bollard) ACTION PAM TO TALK TO ALISON
- Ian has not been able to find an off the shelf gate – one would have to be custom made. To be discussed next time ACTION SARAH

CIO Transfer of Assets: Pam reported that Paul is progressing with this but we haven't been able to find the original Trust Deeds and Conveyancing. It has been suggested that they may be in the archives of the Dorchester History Centre.

ACTION SANDIE

Anti-Social Action Policy: Pam had sent this to us all. As we were running out of time, we decided this should be discussed next time. Pam asked everyone to read it and send her comments. She had added to it after a villager had commented on it. They had also suggested that we should make our notices clearer, and that Under-

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8s should be supervised. However, our notices have been redone recently and we thought that Under-8s weren't the problem.

6. Maintenance

- **Fencing:** Gren is seeing Mintern's on Monday. Agenda next time: ACTION SARAH
- **Bins:** Gren said the Frog Bin will be going up Monday! ACTION GREN
- **Play park and top field:** Sarah said she was delighted with the work that Paul has done in the top field. He has cleared a path, made the cycle track usable again and started to clear round the new trees. She also asked the Committee whether they thought that the top field should be included in future tree surveys.
- **Grass cutting:** the Parish Council have been in touch with Pam and Ed concerning the grant that they provide for cutting the grass on our lower field. ACTION ED AND PAM
- **Swing seat:** Pam brought along the new swing seat: ACTION GREN IAN AND ED
- **Trees:** Marc of Soundwood Consultancy recommended Ian Michie to do the work: Sarah met him and the committee accepted his quote. He is planning to do the work in October. Sarah had contacted both the Hoggs and Mick Hopper who were worried about the Silver Birches, to say that Marc anticipated that they have another 20-30 years' life.
- **Zip wire:** Sarah had contacted Playdale, as the Play Inspection Company had said they could not inspect the zip wire seat or cable without dismantling them and this would have to be done according to the manufacturer's instructions. Playdale have said that they don't offer a dismantling service. Sarah has asked them if they have instructions so that others can do it. Sandie suggested we find out what others do. ACTION SANDIE
- **CCTV:** Ian hopes to do it this weekend, but we agreed that if he couldn't, we would ask someone else to do it. Pam suggested we try and find others in the community who could help. ACTION IAN
- **Curtains and blinds:** Ian will drop the 3 poles round to the Hall and Ed will put them up if Ian hasn't managed ACTION IAN AND ED
- **Kitchen sink:** the drain (which had fallen apart with age) has been repaired
- **Floor polishing**
Dave Andrews was not able to do the floor and Sue Dawson has contacted two flooring specialists who are coming back to her with dates to view it, to advise on what to do. She will contact Alison about the ongoing cleaning, and she has ordered cleaning supplies but will also need tea towels / new bono cleaner and mops so will aim for those latest next week. ACTION SUE

7. Forthcoming events:

- Quiz Night on Saturday. Sandie will do the Bar.

- The next film night is 'Fisherman's Friends' on Friday Oct 4th. Sue Dawson and Sandie will do the bar.
- Blues Night Oct 26th. Linda will do the Bar and will need someone else to help.

9. Additional reports from user groups/ AOB:

Paul Tasker wants to talk to Pam and Sarah about extending Ladybirds' hours. Pam reminded us that she is going to be Chair only for another 6 months.

10. Future meetings:

All meetings at 19.30 in the Committee Room unless specified: Oct 23 and Nov 27

The meeting finished at 9.49 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		This month	
Accounts at end of September 2019			
Balances at end of August 2019		Income	
Santander	£ 25,800.83	Rent	£ 946.12
Nationwide	£ -	Films, etc	£ 94.50
Petty cash	£ 65.09	Fund raising	£ -
TOTAL at end of last month	£ 25,865.92	Bar	£ 60.50
		Donations	£ 64.00
		Grants	£ -
			£ 1,165.12
Balance at bank (end of last month)	£ 25,800.83	Expenditure	
Deposits this month	£ 1,165.12	Utilities	£ 98.23
Payments this month	£ 795.85	Insurance	£ -
TOTAL Santander	£ 26,170.10	Misc licences	£ -
add Nationwide	£ -	IT costs	£ 21.00
add Petty cash	£ 65.09	Sundries	£ -
Grand TOTAL this month	£ 26,235.19	Cleaning	£ 282.72
		Repairs & decs	£ 297.00
		Capital spend	£ -
		Film costs	£ 96.90
		Fund raising	£ -
		Bar	£ -
			£ 795.85
Difference (Income - Expenses)	£369.27	Difference	£369.27
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Year to date accounts at end of September		This year so far	
Balances (end of 2018)		Income	
Santander	£ 30,902.95	Rent	£ 9,107.86
Nationwide	£ -	Films, etc	£ 942.50
Petty cash	£ 65.09	Fund raising	£ -
TOTAL at start of year	£ 30,968.04	Bar	£ 1,618.80
		Donations	£ 304.20
		Grants	£ 1,161.33
			£ 13,134.69
Balance at bank (end of December 2018)		Expenditure	
Santander at end of 2018	£ 30,902.95	Utilities	£ 1,702.97
Deposits this year	£ 13,134.69	Insurance	£ 2,330.95
Payments this year	£ 17,867.54	Misc licences	£ 191.34
Current balance at Santander	£ 26,170.10	IT costs	£ 189.00
Nationwide	£ -	Sundries	£ 376.53
Petty cash	£ 65.09	Cleaning	£ 2,600.84
CURRENT GRAND TOTAL	£ 26,235.19	Repairs & decs	£ 8,728.28
		Capital	£ 131.36
Reserved for Playpark development	£ 7,069.61	Film costs	£ 791.40
Available for Village Hall	£ 19,165.58	Fund raising	£ 147.00
		Bar	£ 677.87
			£ 17,867.54
Difference (Income - Expenses)	-£4,732.85	Difference	-£4,732.85
Commentary			
Repairs and Decs: Sink repair and landscaping top field			