

# The Village Hall

MILBORNE ST ANDREW DT11 0JX

[www.milbornestandrew.org.uk/villagehall](http://www.milbornestandrew.org.uk/villagehall)

Registered Charity No. 301153



## Notes of the Trustees' Committee Meeting January 27<sup>th</sup> 2021, at 7.30pm on Zoom

**Present:** Sarah Ryan, Ian Karley, Ed Frost, Rose Frost, Linda Wright, Barbara Rawlings, Sandie Sach, Alison Riddle, Gren Davis, Sue Dawson, Jenny Balcon

**Apologies for absence:** Eric Crichton, Tanya Head & Paul Tasker

### 1. Minutes of the previous meetings and matters arising:

The minutes of the previous meeting in November 2020 were approved.

Matters arising:

- **Zip wire:** Sandie had been in contact with the company that Linda saw who are based on the I.O.W and they have quoted £240+VAT to inspect and service. It was agreed that this should go ahead. ACTION SANDIE  
Paul had quoted £348 to replace some of boards around the base. It was suggested that he quote for the whole lot and see what the difference is. ACTION SARAH
- **Swing seats:** Gren has looked at swing seats for the less abled and the prices are between £250 - £750; he will send a link so that we can see what we think. ACTION GREN  
Sarah will ask Pam if she can remember how much Alice Harrell's donation for the swing was. ACTION SARAH
- **The floor:** no progress. ACTION LINDA
- **The gutters** Barry Andrews to do what is necessary as soon as he can.
- **Out of date stock:** Sandie had distributed out of date beer & soft drinks. The ice creams will also be out of stock so she will unlock the freezer and committee members can go and help themselves. SANDIE & ALL

**2. Correspondence and communications:** Paul tasker has thanked the committee for the rent holiday for the Ladybirds

**3.Finance:** The finances are in a good condition. At the end of the year we have £5,439.00 more than we stared. The books have gone to Elizabeth Humphrey to be audited.

- It had been agreed via emails to allow the Ladybirds a rent holiday.

- There was a grant available “local restriction grant” and it had been decided via emails to the committee to apply. We were successful and received £967.36. There is a “continuation grant” every 28 days of £1300 and it was agreed to apply for this. Although finances are good it is not known how many and when user groups will be able to use the hall and the money may be needed in the future. If we are in a position that the money is not needed then it could go towards something for the benefit of the village.
- EON had charged for gas not supplied and this amount will be refunded. No electricity bill as yet but Ed is taking meter readings.

**4. Management:** Alison has expressed a wish to retire from booking secretary. She is no rush, of course there is nothing to do at the moment, but she would like someone to consider taking over.

It was suggested that Kelly might like to be committee member, as such she could also represent the Ladybirds. ACTION SARAH

**5. Maintenance:** Sarah thanked those who looked through the safety report on the Play Park.

- **Bins:** the key for Froggy can't be found but Gren has unlocked it. The one by the MUGA is broken. Gren will look at the two at the side of the hall and see if one of those would do otherwise price for a new one. ACTION GREN
- **Fence:** there is a broken fence behind Froggy which only shields brambles. This really needs taking down but as there is a step down something needs to go there. Please all have a look and see what you think. ACTION ALL
- **Dinosaur:** Gren brought the head down but it has gone back up again. Ian will see if all the bits are there before bringing the head down. If there are bits missing it will be left. ACTION IAN
- **Lights:** there is some water in one of the lights. Gren will drill small hole to release this. ACTION GREN
- **Doors:** Liz had been monitoring them and no rain seems to be coming in. Ed had also looked after the heavy rain and it was dry.
- **Window:** Liz had reported water coming in a window which Gren has fixed.

#### 6. Future meetings

Wednesday 24<sup>th</sup> February. at 7.30 pm. This will be zoom meeting again. It may be necessary to have a meeting before that if regulations change.

The meeting finished 8.40pm

#### 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 2020			
December		This month	
<b>Balances at end of last month</b>		<b>Income</b>	
Santander	£ 31,387.58	Rent	£ 2,547.60
Petty cash	£ 65.09	Films, etc	£ -
<b>TOTAL at end of last month</b>	<b>£ 31,452.67</b>	Fund raising	£ -
		Bar	£ -
		Donations	£ 20.00
		Grants	£ -
			<b>£ 2,567.60</b>
<b>Balance at bank (end of last month)</b>	<b>£ 31,387.58</b>	<b>Expenditure</b>	
Deposits this month	£ 2,567.60	Utilities	£ 328.96
Payments this month	£ 1,042.72	Insurance	£ -
<b>TOTAL Santander</b>	<b>£ 32,912.46</b>	Misc licences	£ -
add Petty cash	£ 65.09	IT costs	£ 0.45
<b>Grand TOTAL this month</b>	<b>£ 32,977.55</b>	Sundries	£ -
		Cleaning	£ 556.17
		Hall Maintenance	£ 157.14
		Grounds Maintenance	£ -
		Playpark Maintenance	£ -
		Capital spend	£ -
		Film costs	£ -
		Bar	£ -
		Fund Raising	£ -
			£ 1,042.72
<b>Difference (Income - Expenses)</b>	<b>£1,524.88</b>	<b>Difference</b>	<b>£1,524.88</b>
<b>This year so far</b>			
<b>Balances (end of 2019)</b>		<b>Income</b>	
Santander	27473.46	Rent	£ 7,178.76
Petty cash	65.09	Films, etc	£ 183.00
<b>TOTAL at start of this year</b>	<b>£ 27,538.55</b>	Fund raising	£ -
		Bar	£ 509.67
		Donations	£ 227.76
		Grants	£ 10,228.23
			<b>£ 18,327.42</b>
<b>Balance at bank (end of December 2019)</b>		<b>Expenditure</b>	
Santander at end of 2019	£ 27,473.46	Utilities	£ 1,579.33
Deposits this year	£ 18,327.42	Insurance	£ 2,416.14
Payments this year	£ 12,888.42	Misc licences	£ 20.00
<b>Current balance at Santander</b>	<b>£ 32,912.46</b>	IT costs	£ 127.83
Petty cash	£ 65.09	Sundries	£ 683.02
<b>CURRENT GRAND TOTAL</b>	<b>£ 32,977.55</b>	Cleaning	£ 4,449.16
		Hall Maintenance	£ 1,086.10
		Grounds Maintenance	£ 688.77
		Playpark Maintenance	£ 1,222.00
Reserved for Playpark development	£ 5,506.77	Capital	£ 155.16
Available for Village Hall	£ 27,470.78	Film costs	£ 199.20
		Bar	£ 261.71
		Fund Raising	£ -
			<b>£ 12,888.42</b>
<b>Difference (Income - Expenses)</b>	<b>£5,439.00</b>	<b>Difference</b>	<b>£5,439.00</b>
<b>Commentary</b>			
Utilities: £182.07 bill by E-on for gas IN ERROR. Refund expected but not yet received.			