

# 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 March 22<sup>nd</sup> 2021, at 7.30pm on Zoom

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

**Apologies for absence:** Eric Crichton, Jenny Balcon and Tanya Head

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

The minutes of the previous meeting in February 2021 were approved.

#### 1. Matters arising:

- **Zip wire:** Paul will replace boards as agreed.
- **Swing seats:** This has been put on hold as the expense of the swing needs to be considered. Is it something that we would like or something we need? After some discussion it was agreed that Linda will put something in the Reporter to see if any child in the village would benefit.  
ACTION LINDA
- **The floor:** survey 4<sup>th</sup> April.
- **Soak a- ways:** Cranford Drains were able to unblock one of them the other has broken down; at the moment the water runs over the car park. They will send Gren an estimate to put in a new one.
- **Out of date stock:** All gone.
- **Bins:** All in place.
- **Fence:** Paul will give estimate

**2. Correspondence and communications:** nothing received.

**3. Finance:** The finances are in a very good condition.

- **Local restriction support grant:** we are still receiving this grant £2096 for up to the end of March.
- Ed has now received an estimated electricity bill from SSE of £100 for the last quarter of 2020. They are also arranging the installation of a smart meter. ACTION ED
- **Electricity charging points:** Ed has been in contact with Dorset Council and he and Gren had sent suggested locations. A company called JoJU are arranging grants for this sort of installation but not sure if we would be eligible. It would cost about £6000 if we had to fund it ourselves. The PC were not interested.
- **Wages:** the living wage is increasing in April by 2% and it was agreed to increase Kelly's wages by this amount to £8.91 /hour
- **Benches:** the PC suggested new benches around the village. They have received two donations to cover the cost of two benches. They have also received donations toward two benches one for the sports ground and one for the village Hall. We would, however, need to

put £400 toward the cost (£500 + VAT). It was felt that we do not need another bench. Sarah will see if she can talk to the donor and suggest that if they want something in memoriam at the hall a tree may be more appropriate. ACTION SARAH

- **Reporter:** we are continuing with the reduced advert offer. During lockdown the advert about Amazon Smile has been running.

**4. Management:**

- **Covid:** with the regulations easing the date for indoor entertainment is at the moment 17<sup>th</sup> May. All documentation is ready. Linda will put in the Reporter to check our website about opening. ACTION LINDA
- **CIO:** we are almost there. A full report will be at next meeting.
- **Annual Report:** Sarah had circulated report and all agreed it was fine. This will be sent to the Charity Commission. Ed is waiting for audited finances. ACTION SARAH & ED

**5. Maintenance:**

- **Basket swing:** this was noted in the survey as it is becoming very worn. Gren will contact the manufacturers to cost refurbishment as against a new one. ACTION GREN
- **Regular checks:** Sarah is concerned that no regular checks are being done. Ian has been putting a list of checks that are needed and Sandie will ask Roy what he was looking at when he did the checks. When we have a list we will need to either find a volunteer or have to pay to have it done. ACTION IAN & SANDIE
- **Laurel hedge:** this has been cut.

**6.AOB:** There had been a report that the car park was too full for Ladybirds. Sarah had put a note in doors on the Causeway and it now much better.

- **Kitchen:** it was asked if refurbishment was still an option. Jenny was looking into firms. ACTION JENNY

**7. Future meetings:**

April 28<sup>th</sup> at 7.30 by zoom and also May 26<sup>th</sup>, June 23<sup>rd</sup> & July 28<sup>th</sup> for AGM

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 2021			
March			
This month			
<b>Balances at end of last month</b>		<b>Income</b>	
Santander	£ 39,389.62	Rent	£ 40.00
Petty cash	£ 65.09	Films, etc	£ -
<b>TOTAL at end of last month</b>	<b>£ 39,454.71</b>	Fund raising	£ -
		Bar	£ -
		Donations	£ -
		Grants	£ 2,096.00
			<b>£ 2,136.00</b>
<b>Balance at bank (end of last month)</b>	£ 39,389.62	<b>Expenditure</b>	
Deposits this month	£ 2,136.00	Utilities	£ 163.91
Payments this month	£ 1,206.95	Insurance	£ -
<b>TOTAL Santander</b>	<b>£ 40,318.67</b>	Misc licences	£ -
add Petty cash	£ 65.09	IT costs	£ 21.00
<b>Grand TOTAL this month</b>	<b>£ 40,383.76</b>	Sundries	£ 42.00
		Cleaning	£ 299.04
		Hall Maintenance	£ 474.00
		Grounds Maintenance	£ 50.00
		Playpark Maintenance	£ -
		Capital spend	£ -
		Film costs	£ -
		Bar	£ -
		Fund raising	£ 157.00
			£ 1,206.95
<b>Difference (Income - Expenses)</b>	<b>£929.05</b>	<b>Difference</b>	<b>£929.05</b>
This year so far			
<b>Balances (end of 2020)</b>		<b>Income</b>	
Santander	£ 32,912.46	Rent	£ 57.33
Petty cash	65.09	Films, etc	£ -
<b>TOTAL at start of this year</b>	<b>£ 32,977.55</b>	Fund raising	£ -
		Bar	£ -
		Donations	£ 6.40
		Grants	£ 10,398.36
			<b>£ 10,462.09</b>
<b>Balance at bank (end of December 2020)</b>		<b>Expenditure</b>	
Santander at end of 2020	£ 32,912.46	Utilities	£ 121.78
Deposits this year	£ 10,462.09	Insurance	£ -
Payments this year	£ 3,055.88	Misc licences	£ 20.00
<b>Current balance at Santander</b>	<b>£ 40,318.67</b>	IT costs	£ 63.00
Petty cash	£ 65.09	Sundries	£ 42.00
<b>CURRENT GRAND TOTAL</b>	<b>£ 40,383.76</b>	Cleaning	£ 901.22
		Hall Maintenance	£ 1,149.00
		Grounds Maintenance	£ 361.88
		Playpark Maintenance	£ 240.00
Reserved for Playpark development	£ 6,488.77	Capital	£ -
Available for Village Hall	£ 33,894.99	Film costs	£ -
		Bar	£ -
		Fund raising	£ 157.00
			£ 3,055.88
<b>Difference (Income - Expenses)</b>	<b>£7,406.21</b>	<b>Difference</b>	<b>£7,406.21</b>
<b>Commentary</b>			
Hall - Woodworm inspection + Drains unblocking			
Fund Raising - MSA Reporter Advertising			