

The Village Hall

MILBORNE ST ANDREW

Registered Charity No: 301153

Trustees' Committee Meeting

Agenda

Wednesday May 26th, 2021, at 7.30pm on Zoom

Meeting started 19:30

Members Present: Sarah Ryan, Ed Frost, Rose Frost, Barbara Rawlings, Gren Davis, Ian Karley, Tanya Head and Alison Riddle.

1. Apologies for absence

Sandie, Eric, Linda, and Jenny.

2. Minutes of the previous meeting, matters arising and action points

The minutes of the previous meeting in April 2021 were approved and the matters arising/actions points are as follows:

2.1 Bench, has been done, thank you to Ed for sorting the plaque.

2.2 Kitchen, Jenny starting to make headway after slow start.

2.3 Covid, Sandie and Barbara have updated all docs, subtle word changes in the main, updated docs sent to Alison to send out to hall hirers. All notices still in place at hall. Bins in more locations for catch it bin it kill it. Hall hirers know where the cleaning material is or bring their own. QR code to be used by all.

2.4 EV charging, Charge My Street have a possible investor in area, Ed has replied saying more facilities ongoing.

2.5 Carparking, information from Ed about quotes for car park circa £21k. DCC have a system in place to send off possible pp for £125 to find out if you do need pp. decision needs to be made if we are going for it, 2 x quotes within £100 of each other. Are we happy to spend the money? If we go for the carpark then the kitchen would need to be delayed. Possible additional works required on stores roof. At least partly reroofed to do long term fix. **Action Alison** to ask roofers to provide quotes for the roof. Ed suggests we seek planning permission now and then await roofing assessment and decision about kitchen before progressing carpark. All in agreement.

2.6 Kitchen, who would use a new kitchen. Freshen up existing kitchen rather than completely new kitchen? Discussion about leaking dishwasher. **Action Sue** to meet dishwasher repairer at V Hall to see what the problem is. Terry Gillingham Blandford domestic appliances a possible contact. Kitchen units showing signs of age, corner unit to left of sink bowing. Possibly

contact Barry Bright about fettling kitchen and to look at hatch. Questionnaire for user groups about use of kitchen **Action Rose**. Before progressing further.

2.7 Solar panels, **Action Sandie** to carry on researching, covid has taken precedence.

2.8 Maintenance, **Action Sarah** to leave folder of historic documents in loft for Ian, **Action Gren** to look for ceiling tiles.

2.9 Poling Day, Alison sorted this and just used the store rather than committee room.

2.10 Pizza Van, to stay in same position, Bob to let Alison know if there is a problem.

2.11 Sarah Ryan informed committee that plumber will attend to Taps in gents to be changed to paddle taps. Also, to look at leak in store toilet if there is one.

2.12 Woodworm, coming next week.

4. Correspondence and communication

N/A

5. Finance

Ed reported that a £800 covid grant for May had been received and would probably be the last.

6. Management

- **Covid**, as above 2.3, waiting for 21st June.
- **CIO**, Paul solicitor has been emailed, not emailed back yet.
- **Car Park**, as above 2.5
- **Solar panels** as above 2.7
- **Kitchen** as above 2.6

7. Maintenance

- Internal, Plumber attending soon and woodworm treatment happening over half term.
- External, Paul looking at fence and zip wire hoping to be done this week.

8. Forthcoming events, Artsreach and film night, couple of private parties in July

9. AOB and User Groups reports Tanya said PC said that a 6 ft horse chestnut tree is going free to a good social location. It was agreed that the hall would like it and it will be delivered into the ladybirds fenced area and then decided where to be planted from there. **Action Sarah** to accept tree.

10. Future meetings June 23rd and July 28th (AGM)

June meeting moved 30th to be held at the hall. **Action Linda** to publicise date of AGM at least 6 weeks beforehand

Meeting ended 20.40.

Standing Business Schedule

Meeting	Main Business
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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			
May		This month	
Balances at end of last month		Income	
Santander	£ 48,053.58	Rent	£ -
Petty cash	£ 65.09	Films, etc	£ -
TOTAL at end of last month	£ 48,118.67	Fund raising	£ -
		Bar	£ -
		Donations	£ 8.61
		Grants	£ -
			£ 8.61
Balance at bank (end of last month)	£ 48,053.58	Expenditure	
Deposits this month	£ 8.61	Utilities	£ 68.09
Payments this month	£ 2,236.40	Insurance	£ -
TOTAL Santander	£ 45,825.79	Misc licences	£ -
add Petty cash	£ 65.09	IT costs	£ 21.00
Grand TOTAL this month	£ 45,890.88	Sundries	£ 138.45
		Cleaning	£ 512.10
		Hall Maintenance	£ 1,385.76
		Grounds Maintenance	£ -
		Playpark Maintenance	£ 81.00
		Capital spend	£ 30.00
		Film costs	£ -
		Fund raising	£ -
		Bar	£ -
			£ 2,236.40
Difference (Income - Expenses)	-£2,227.79	Difference	-£2,227.79
This year so far			
Balances (end of 2020)		Income	
Santander	£ 32,912.46	Rent	£ 500.33
Petty cash	65.09	Films, etc	£ -
TOTAL at start of this year	£ 32,977.55	Fund raising	£ -
		Bar	£ -
		Donations	£ 15.01
		Grants	£ 18,398.36
			£ 18,913.70
Balance at bank (end of December 2020)		Expenditure	
Santander at end of 2020	£ 32,912.46	Utilities	£ 400.12
Deposits this year	£ 18,913.70	Insurance	£ -
Payments this year	£ 6,000.37	Misc licences	£ 20.00
Current balance at Santander	£ 45,825.79	IT costs	£ 105.00
Petty cash	£ 65.09	Sundries	£ 180.45
CURRENT GRAND TOTAL	£ 45,890.88	Cleaning	£ 1,730.16
		Hall Maintenance	£ 2,694.76
		Grounds Maintenance	£ 361.88
		Playpark Maintenance	£ 321.00
Reserved for Playpark development	£ 6,407.77	Capital	£ 30.00
Available for Village Hall	£ 39,483.11	Film costs	£ -
		Fund raising	£ -
		Bar	£ 157.00
			£ 6,000.37
Difference (Income - Expenses)	£12,913.33	Difference	£12,913.33
Commentary			
Woodworm Treatment deposit £1,385.76			
Playpark inspection £81.00			