

The Village Hall

MILBORNE ST ANDREW

Registered Charity No: 301153

Trustees' Committee Meeting

Wednesday 28 July 2021 after the AGM in the Village Hall

Meeting started 19:25

Members present: Sarah Ryan, Tanya Churchill, Gren Elphinstone Davis, Ian Karley, Ed Frost, Rose Frost, Jenny Balcon, Alison Riddle, Sandy Sach, Barbara Rawlings.

1) Apologies for absence:

Linda Wright & Sue Dawson.

2) Maintenance:

- Barry Andrews will be repairing the steps at the slide
- The zip wire was recently reported on Facebook as not working. Ian has looked at the zip wire and confirmed it is working ok. Gren has also tested it and confirmed it was ok.
- Alison and a builder have inspected the flat roof. The guttering and downpipe were blocked and have now been emptied. They suggest the guttering is too high and therefore, when overflowing, causes the damp issue. Since unblocked, we have had a significant downpour and Alison checked afterwards and all was dry. Builder will fix the ceiling inside if no one else in the group can. ACTION: Ian and Gren to look at guttering and ceiling.
- One mole has been caught in the traps. Was advised it would take approx. 3 weeks to work, with an additional week required for observation.
- Kitchen refurbishment commences in 6 weeks. Oven will be cleaned. New blinds and bowls etc to be purchased. The dishwasher needs to be gone by the time work starts. This started a lengthy discussion about how to sell or dispose of the dishwasher. Ian will look into the value of it and Gren will look into selling via his personal eBay account or through Facebook Marketplace. Compensation for the groups that donated towards the purchase of the dishwasher was also discussed. Ed suggested a % of the sale proportionate to the % of donation originally provided may be an option. Sarah suggested a year's free hall hire or washing up service for the village lunch club, but many were not keen on this idea. With the first lunch club taking place on Saturday, Sarah is keen to make contact in advance to keep good village relations. ACTIONS: IAN to research value. GREN to sell/dispose of machine. SARAH to contact the lunch club. JENNY to talk to the lunch club to gather their feedback.

- Rose highlighted that going forwards, help via the cleaner for washing up would be more useful than purchasing another dishwasher. Alison suggested we could offer the use of our cleaner as a 'washer upper' as an optional extra for bookings, but it was agreed that we would have to ask Kelly first if she was happy about that.
- Ed asked if it would be ok to move the hot water boiler into the corner of the kitchen as part of the refurb. All agreed.

3) Step 4 Guidance:

Barbara sent this document out in advance and all had read and agreed it.

Barbara advised of further guidance received since, from Acre. A Special Conditions document needs reviewing and our guidance may need modifying. We discussed whether we needed to limit the capacity for events, but decided this was the responsibility of the hirer, as is carrying out risk assessments.

4) Film Night:

Sarah advised that the next film night would be 10 September 2021. Capacity agreed is 50. The bar will be required and we will be using our new contactless payment machines. ACTION: Ian to do projections, Sandy to do the bar, Ed to deliver the payment machines to the hall.

5) Any other business:

- Alison confirmed the following bookings would be resuming:
 - Karate – commencing 5 August
 - Yoga – commencing 2 September
 - W.I – returning 9 September
 - Players Panto – confirmed for 10,11 & 12 February 2022
- Alison also added that the pizza van seems to be doing well. The hotdog and burger van disputed their recent invoice and haven't turned up on all of their bookings. We also noted that that there had been complaints about rubbish and cigarette butts which has been addressed. They are both on a 3 month trial.
- Ed has applied for planning permission for the car park. He has also written to the Fields of Trust to notify them.
- Sarah confirmed the CIO had been received and needed signing by the trustees.
- Sandy asked that painting the play equipment was an agenda item for the next meeting.

6) Future meeting dates:

- 15 September at Ed and Rose's house
- 20 October
- 17 November
- 15 December

Milborne St Andrew Village Hall - Accounts 2021			
July			
This month			
Balances at end of last month		Income	
Santander	£ 44,069.86	Rent	£ 145.00
Petty cash	£ 65.09	Films, etc	£ -
TOTAL at end of last month	£ 44,134.95	Fund raising	£ -
		Bar	£ -
		Donations	£ 20.00
		Grants	£ -
			£ 165.00
Balance at bank (end of last month)	£ 44,069.86	Expenditure	
Deposits this month	£ 165.00	Utilities	£ 177.21
Payments this month	£ 4,747.00	Insurance	£ 2,827.43
TOTAL Santander	£ 39,487.86	Misc licences	£ -
add Petty cash	£ 65.09	IT costs	£ 21.95
Grand TOTAL this month	£ 39,552.95	Sundries	£ 5.00
		Cleaning	£ 349.22
		Hall Maintenance	£ 1,064.75
		Grounds Maintenance	£ 120.00
		Playpark Maintenance	£ -
		Capital spend	£ -
		Film costs	£ -
		Bar	£ 181.44
		Fund raising	£ -
			£ 4,747.00
Difference (Income - Expenses)	-£4,582.00	Difference	-£4,582.00
This year so far			
Balances (end of 2020)		Income	
Santander	£ 32,912.46	Rent	£ 735.33
Petty cash	65.09	Films, etc	£ -
TOTAL at start of this year	£ 32,977.55	Fund raising	£ 143.40
		Bar	£ -
		Donations	£ 35.01
		Grants	£ 18,398.36
			£ 19,312.10
Balance at bank (end of December 2020)		Expenditure	
Santander at end of 2020	£ 32,912.46	Utilities	£ 640.26
Deposits this year	£ 19,312.10	Insurance	£ 2,827.43
Payments this year	£ 12,736.70	Misc licences	£ 20.00
Current balance at Santander	£ 39,487.86	IT costs	£ 148.90
Petty cash	£ 65.09	Sundries	£ 509.08
CURRENT GRAND TOTAL	£ 39,552.95	Cleaning	£ 2,364.50
		Hall Maintenance	£ 5,055.21
		Grounds Maintenance	£ 481.88
		Playpark Maintenance	£ 321.00
Reserved for Playpark development	£ 6,407.77	Capital	£ 30.00
Available for Village Hall	£ 33,145.18	Film costs	£ -
		Bar	£ 181.44
		Fund raising	£ 157.00
			£ 12,736.70
Difference (Income - Expenses)	£6,575.40	Difference	£6,575.40
Commentary			
Annual VH insurance			
Balance of Woodworm treatment invoice			