

The Village Hall

MILBORNE ST ANDREW

Notes of the Trustees' Committee Meeting July 23rd 2020, at 7.30pm on Zoom

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

1. **Apologies for absence:** Eric Crichton, Barbara Rawlings, Sue Dawson, Alison Riddle

2. **Minutes of the previous meetings and matters arising:**

The minutes of the previous meeting in January were approved. Matters arising:

- Sarah has heard no more from Artsreach about the tree.
- **Zip wire:** Sandie needs to chase up Bere Regis and has one or two other leads ACTION SANDIE
- **Swing seats:** Gren has the bolts for the baby seat but the chain links are too long at the moment. ACTION GREN
- Ed Richards has erected a **new goalpost** and Gren has removed the old ones. Sarah has thanked Ed
- Sarah has had no reply from the plumber. We decided not to go ahead with finding another plumber yet, because of plans for a new **kitchen**. ACTION JENNY
- **Urn:** Ian will look for the invoice and send it to Ed ACTION IAN
- **The floor:** Linda's son is going to arrange a Rentokil report on the woodworm but it was agreed that we might need to get a new floor. ACTION LINDA
- **The new doors** and water ingress ACTION SANDIE
- **The gutters:** Ian said they need cleaning and refixing ACTION JENNY AND GREN TO GET QUOTES
- **Hall chairs:** Pam had found some on the internet for around £15 each, she thought, but we all agreed that the current ones are very uncomfortable and it would be good to have better ones. Ian said that the de luxe version (better padding) of our current chairs would cost £52 each, including VAT. Gren suggested ordering a few to replace the ones that are no good any more ACTION IAN

Action points from the Zoom meeting in June:

- Sue Dawson is not well and has asked if someone else could take the lead on the Covid Subcommittee. Its members suggested that Sarah ask Barbara Rawlings to chair it. ACTION SARAH
- The letter about Ladybirds had been sent to Liz Dyer and Paul Tasker
- Ian's PAT tester will be recalibrated next week and he will do all the testing necessary then ACTION IAN AND GREN

- Ian has not yet dismantled the stage as it has been useful for the CCTV. He will do it once the CCTV is completely finished.

3. **Correspondence and communications:** Sarah said there was none to report

4. **Finance:**

- Ed has been keeping us up to date with **the monthly summaries**. He pointed out the grant from Dorset County Council; he said that the waterboard are not charging us until we open again; that Vodafone is giving us a 6-month holiday; and that we have had a small rebate from the insurance company. We have used less gas and electricity, and the main expense has been cleaning. Our balance is £36,000.
- We discussed the position of hall users who had paid in advance for sessions that they were prevented from holding because of Covid. We decided to credit them with those amounts. ACTION ED TO CONTACT ALISON
- Ed said that changing our energy suppliers is going to save us a lot of money.

5. **Management**

- Amy has been voted onto the Parish Council and it was hoped that she might join our Committee as their representative. Pam and Sarah have met Tanya Head who is willing to join our committee. The committee agreed that this would be good. ACTION PAM AND SARAH
- **CIO:** Pam said that Paul Lowe will walk round the grounds next week.
- **AGM:** Pam said that we should have this as soon as possible and we voted to hold it in the field on Aug 19th. Notices need to go up soon. ACTION

6. **Maintenance:**

- **Log walk:** Paul David is going to start this as soon as he has got the materials.
- **Car park hole:** Ian did this.
- **CCTV:** Ian said that this is almost finished apart from one camera. Replying to a question from Ed, he said that the picture quality is much better than the old one and recordings can be viewed remotely from computers etc.. ACTION IAN
- **Curtains and blinds:** ACTION IAN
- **Kitchen:** We discussed kitchen refurbishment and thought that a double sink would be a good idea, and that we needed as much storage space as possible. Jenny Balcon agreed to take the lead on getting quotes from at least 2 kitchen designers ACTION ALL: SEND SUGGESTIONS AS TO WHAT WE NEED TO JENNY; JENNY TO CONTACT DESIGNERS FOR QUOTES

7. **Forthcoming events:** none

8. **Additional reports from user groups/ AOB:**

- Sandy will go up to the hall soon to check on bar stock
- We have been asked how many people will be allowed to attend at any one time. At the moment the guidance is 30 maximum, but this may change, so we need to say to

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any user groups that we shall give guidance on this when we open. That will definitely not be before September at the very earliest (apart from Ladybirds).

- Pam pointed out that the Standing Business Schedule has gone to pot this year and we shall need to catch up on it after the AGM. She reminded us that she would definitely be retiring but that she would see the conversion to a CIO to its end

9. Future meetings:

AGM on Aug 19th at 7.00pm in the field

The meeting finished at 8.40 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

Milborne St Andrew Village Hall - Accounts 2020			
June			
This month			
Balances at end of last month			Income
Santander	£ 39,186.96		Rent
Petty cash	£ 65.09		Films, etc
TOTAL at end of last month	£ 39,252.05		Fund raising
			Bar
			Donations
			Grants
			£ -
Balance at bank (end of last month)	£ 39,186.96		Expenditure
Deposits this month	£ -		Utilities
Payments this month	£ 365.44		Insurance
TOTAL Santander	£ 38,821.52		Misc licences
add Petty cash	£ 65.09		IT costs
Grand TOTAL this month	£ 38,886.61		Sundries
			Cleaning
			Hall Maintenance
			Grounds Maintenance
			Playpark Maintenance
			Capital spend
			Film costs
			Fund raising
			Bar
			£ 365.44
Difference (Income - Expenses)	-£365.44		Difference
			-£365.44
This year so far			
Balances (end of 2019)			Income
Santander	27473.46		Rent
Petty cash	65.09		Films, etc
TOTAL at start of this year	£ 27,538.55		Fund raising
			Bar
			Donations
			Grants
			£ 15,879.46
Balance at bank (end of December 2019)			Expenditure
Santander at end of 2019	£ 27,473.46		Utilities
Deposits this year	£ 15,879.46		Insurance
Payments this year	£ 4,531.40		Misc licences
Current balance at Santander	£ 38,821.52		IT costs
Petty cash	£ 65.09		Sundries
CURRENT GRAND TOTAL	£ 38,886.61		Cleaning
			Hall Maintenance
			Grounds Maintenance
			Playpark Maintenance
Reserved for Playpark development	£ 6,647.77		Capital
Available for Village Hall	£ 32,238.84		Film costs
			Bar
			Fund raising
			£ 4,531.40
Difference (Income - Expenses)	£11,348.06		Difference
			£11,348.06
Commentary			