

# The Village Hall

MILBORNE ST ANDREW DT11 0JX

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

Registered Charity No. 1176828 (Formerly 301153)



## Notes of the Trustees' Committee Meeting 14<sup>th</sup> September 2022 at 29 Huntley Down, MSA

**Present:** Sarah Ryan, Amy Stephens, Linsey O'Neill, Sandie Sach, Gren Davies & Ian Karley

**Apologies for absence:** Eric Crichton, Ed Frost, Alison Riddle, Linda Wright, Karen Parks.

No amendments to previous meeting required.

### 1. Matters Arising

- **Fairy lights:** It had been agreed by the committee that the lights should not be erected until after the summer holidays, this time has now passed and Gren will progress having them installed. **ACTION GREN**
- **Zip Wire:** Amy advised that the zip wire matting needed weeding and some work needs to be done to tidy the area including removing the wooden edging. Discussions were had about having a 'clean up' day and incorporating the work in that, but it was agreed that as time for committee members was limited that this should be organized in the spring.
- **Sheds:** As we are expecting Ladybirds to leave the hall in the near future it was discussed that we should consider the future use of the sheds. Amy and Gren will locate the keys and view the contents of the sheds in order that we can assess what is needed prior to deciding on their future use. **ACTION - AMY & GREN**
- **Finance Insurance:** Ian has done a record of all the VH checks required and forwarded it to Ed as requested.

### 2. Correspondance

No matters to be discussed.

### 3. Finance

Ed was unfortunately absent from the meeting and therefore unable to deliver any financial updates.

- **S106 Grant Money** – There was discussion about our application and the most recent Parish Council meeting and it was agreed that our application for the maintenance of the outdoor equipment needs to be submitted at the earliest opportunity – **ACTION – ED**

#### 4. Management:

- **Sarah's Resignation** – Sarah reminded all that she plans to resign at the next AGM and that a new Chair person is required. **ACTION - ALL**
- **New Members** – Sarah has suggested a possible new member to join the committee and will approach them and discuss the matter. **ACTION - SARAH**
- **Green Week** – Planning is place for the events and staffing and bar coverage sorted.

#### 5. Maintenance

- **Stage Lighting:** S106 forms have been completed by Ian and sent back to Ed.
- **WI FI:** The router was completely damaged during recent storms and Ed has now installed a new router which is up and running.
- **CCTV:** Ian continues to research out=r best options. **ACTION – IAN**
- **Field Shelter:** The graffiti needs to be painted over, it was agreed that the offensive words would be dealt with but that a full paint could be left for the Clean Up day in the spring. Amy still has paint. **ACTION – AMY**
- **Swing:** Has now been received and fitted by Gren.
- **MUGA** – Damage to the MUGA will result in the need for new poles and latches – Ian will assess the damage – **ACTION – IAN**

#### 6. AOB

- **Community Café** - The first Community Café owned by the VH was held and well attended. Amy and Sandie will continue to run the café with 3 further Café committee members. They requested authorization to purchase some mugs for the VH which was agreed. **ACTION – AMY**
- **Weldmar Hospice Attendance Request:** Sandie will contact the Weldmar and advise they may arrange an attendance visit during the morning of one of the Community Café dates. **ACTION – SANDIE**
- **Community Warm Space** – The committee discussed the upcoming winter months and the use of the hall should and when Ladybirds depart. This would free up the hall to alternative user groups and the idea of a Community Warm Space event was discussed as a place where the community could come to meet, have coffee and also maybe a warm snack during the course of a set period of time. The idea is in it's infancy and Linsey has suggested there may be grants available to Community Warm Space

initiatives. Sandie suggested that it may be an idea to liaise with the surgeries and surrounding venues like the Sports Club and local village halls to see if a coordinated approach could be organized whereby there is a warm space available everyday for the community. Further research and liaison with like minded groups to be carried out – **ACTION – SANDIE**

- **VH Clean Up Day** – It was agreed that to arrange something when a number of the committee were available to tie in with Green Week and get everything promoted would be difficult and it was agreed that any urgent matters would be dealt with but that we would plan a Village Hall Clear Up Day to run after a Community Café on Saturday 11<sup>th</sup> March 2023, before everything starts growing again, it was muted that we could have the offering of free bacon sarnies or cake for assistance with a few jobs and do proactive promoting prior to the event. – **ACTION – ALISON – Diary Date**

## 7. Future Events:

Arts Reach – 14<sup>th</sup> October – Bar – Sarah (and possibly Amy)

Film night – 21<sup>st</sup> October – Downton Abbey (Bar possibly Sandie)

Quiz – 22<sup>nd</sup> October at £5.00 per team (Bar Amy & Sandie)

VH Xmas Event – 3<sup>rd</sup> December 2022

VH Clean Up Day – 11<sup>th</sup> March 2023

- **Xmas Event:** It was decided that we would put thinking caps on and come up with some ideas for a late afternoon / evening Xmas event. A date was fixed for the diary – 3<sup>rd</sup> December which will need updating. **ACTION – ALL & ALISON**

## 6. AOB:

- **WhatsApp Group:** Amy suggested setting up a VH WhatsApp group for non official matters and quick / short notice requests. All present agreed, Gren will contact those absent and set up the group and invite all. **ACTION – GREN**

## NEXT MEETINGS:

Wednesday 26<sup>th</sup> October – Sandie Sach - \*\*\*\* **Note Change of Date** \*\*\*\*

Wednesday 16<sup>th</sup> November – Karen Parks

Wednesday 14<sup>th</sup> December - tba

Meeting ended 9.35pm

| Milborne St Andrew Village Hall - Accounts 2022         |                    |                      |                    |
|---|--------------------|----------------------|--------------------|
| August  |                    | This month           |                    |
| <b>Balances at end of last month</b>                    |                    | <b>Income</b>        |                    |
| Santander   | £ 24,050.44        | Rent                 | £ 185.00           |
| Petty cash  | £ 65.09            | Films, etc           | £ -                |
| <b>TOTAL at end of last month</b>                       | <b>£ 24,115.53</b> | Fund raising         | £ 38.34            |
|   |                    | Bar                  | £ 44.24            |
|   |                    | Donations            | £ -                |
|   |                    | Grants               | £ -                |
|   |                    |                      | <b>£ 267.58</b>    |
| <b>Balance at bank (end of last month)</b>              |                    | <b>Expenditure</b>   |                    |
| Deposits this month                                     | £ 267.58           | Utilities            | £ 21.72            |
| Payments this month                                     | £ 7,081.65         | Insurance            | £ -                |
| <b>TOTAL Santander</b>                                  | <b>£ 17,236.37</b> | Misc licences        | £ -                |
| add Petty cash  | £ 65.09            | IT costs             | £ -                |
| <b>Grand TOTAL this month</b>                           | <b>£ 17,301.46</b> | Sundries             | £ -                |
|   |                    | Cleaning             | £ 542.09           |
|   |                    | Hall Maintenance     | £ 7.49             |
|   |                    | Grounds Maintenance  | £ -                |
|   |                    | Playpark Maintenance | £ 99.80            |
|   |                    | Capital spend        | £ 5,898.63         |
|   |                    | Film costs           | £ 249.21           |
|   |                    | Bar                  | £ -                |
|   |                    | Fund raising         | £ 262.71           |
|   |                    |                      | £ 7,081.65         |
| <b>Difference (Income - Expenses)</b>                   | <b>-£6,814.07</b>  | <b>Difference</b>    | <b>-£6,814.07</b>  |
| <b>This year so far</b>                                 |                    |                      |                    |
| <b>Balances (end of 2021)</b>                           |                    | <b>Income</b>        |                    |
| Santander   | £ 28,103.53        | Rent                 | £ 9,182.39         |
| Petty cash  | 65.09              | Films, etc           | £ 341.46           |
| <b>TOTAL at start of this year</b>                      | <b>£ 28,168.62</b> | Fund raising         | £ 262.71           |
|   |                    | Bar                  | £ 877.11           |
|   |                    | Donations            | £ 261.23           |
|   |                    | Grants               | £ 12,666.00        |
|   |                    |                      | <b>£ 23,590.90</b> |
| <b>Balance at bank (end of December 2021)</b>           |                    | <b>Expenditure</b>   |                    |
| Santander at end of 2021                                | £ 28,103.53        | Utilities            | £ 1,276.73         |
| Deposits this year                                      | £ 23,590.90        | Insurance            | £ 2,541.41         |
| Payments this year                                      | £ 34,458.06        | Misc licences        | £ 196.74           |
| <b>Current balance at Santander</b>                     | <b>£ 17,236.37</b> | IT costs             | £ 284.62           |
| Petty cash  | £ 65.09            | Sundries             | £ 542.35           |
| <b>CURRENT GRAND TOTAL</b>                              | <b>£ 17,301.46</b> | Cleaning             | £ 3,401.83         |
|   |                    | Hall Maintenance     | £ 1,052.15         |
|   |                    | Grounds Maintenance  | £ 152.57           |
|   |                    | Playpark Maintenance | £ 549.80           |
|   |                    | Capital              | £ 23,189.19        |
|   |                    | Film costs           | £ 299.17           |
|   |                    | Bar                  | £ 508.15           |
|   |                    | Fund Raising         | £ 463.35           |
|   |                    |                      | <b>£ 34,458.06</b> |
| <b>Difference (Income - Expenses)</b>                   | <b>-£10,867.16</b> | <b>Difference</b>    | <b>-£10,867.16</b> |
| <b>Commentary</b>                                       |                    |                      |                    |
| Fund Raising - Café proceeds refunded to Sandie and Amy |                    |                      |                    |
| Film Costs - MPLC Licence                               |                    |                      |                    |
| Cleaning - Payment to Kelly + supplies.                 |                    |                      |                    |
| Playpark maintenance - new swing seat.                  |                    |                      |                    |
| capital - 50% deposit for new doors                     |                    |                      |                    |