

The Village Hall

MILBORNE ST ANDREW DT11 0JX

www.milbornestandrew.org.uk/villagehall

Registered Charity No. 1176828 (Formerly 301153)



Notes of the Trustees' Committee Meeting
Wednesday 19th July 2023 at Garden Cottage

Present: Susan Poet, Linda Wright, Linsey O'Neil, Ed Frost, Dave Andrews, Sandie Sach & Amy Stephens

Apologies: Eric Crichton, Gren Davis, Ian Karley, Paul Tasker, Richard Hawker

Minutes of the previous meeting 21st June 2023 were approved.

1. MATTERS ARISING

- Screen switch – the remote control has reappeared and is in folder in kitchen. It was felt that the switch still needs to be lowered as the remote may disappear again or have no battery. ACTION GREN
- Key safe – this has been done. The code at the moment is 0000 Gren emailed instructions how to change code. There is no key inside at the moment. Susan will manage this.
- Projector switch – discussion as to why this is locked away. It was felt that it isn't necessary. Agreed that instruction booklets for everything should all be in a folder so that they are accessible for users.
- Kitchen door – this needs planing which Steve will do. ACTION STEVE
- Flat roof – some pointing still needs doing – ACTION RICH & STEVE
- Play park surface – although not urgent it will need doing; Rich is willing to apply for grant with Ed's guidance which he is happy to give. ACTION RICH & ED

2. CORRESPONDENCE – an email from Ladybirds to inform us that they will be wishing to use the hall in the first half of the autumn term as work has yet to be done in the school. It was felt that a half – term's notice is required. Linsey will reply to that effect. ACTION LINSEY

3. FINANCE – all finances in order. Insurance paid and despite extra cover is 15% less this year. Tree inspection to be paid

4. MANAGEMENT

- Tree inspection – Linsey had emailed the report previously. Very comprehensive. The trees on The Causeway were planted for the late Queen's Coronation and are coming to the end of their life. Although none need removing at the moment some pruning will be necessary. It was suggested that some new ones be planted soon. Sue is willing to look at any grants re Woodland Trust and others, perhaps tree sponsorship, also people in the village who work in conservation. Ed will also contact Mike Hopper. ACTION SUSAN & ED
- Review of Safety & Business risk – It is believed that either Rich and/ or Ian are doing the safety risk and this should be noted in the book. Sandie suggested that the community café ladies check it each month. The business risk is up to date. ACTION IAN & RICH plus SANDIE, LINDA & AMY.

5.MAINTENANCE

Internal:

- CCTV –Linsey has managed to use it but it is still not accessible remotely by anyone else except Ian. The router has not been installed. Steve is looking at the instruction manual. ACTION IAN
- Cleaning schedule – Sandie has been in contact with Kelly and she checks the bookings and works around them. She does 32 hours with a big clean usually on a Saturday or if being used on the Sunday. She also empties the external bins and washes tea towels. When the ladybirds leave her hours may need to be changed. She doesn't buff the floor (the buffer is very difficult to use). It was thought that Rich had volunteered to use it. Sandie will ask Alison how often it needs doing. ACTION SANDIE
- Stage - most will go in one of the sheds after the play and when the Ladybirds go will use that shed too
- Petanque sign – it was felt that we should have a brown sign Amy will look into that. Championships are being held in Gillingham. ACTION AMY

External:

- MUGA lights – on going. Linsey would like to move this forward before the winter. Seems a popular idea by children questioned. Amy will investigate potential issue with Dark Skies ACTION AMY
- Table tennis table – this has been delivered and in place.
- Shelter – this has been damaged again.
- Picnic table – one looks a bit lopsided. ACTION LINSEY & STEVE

6.FORTHCOMING EVENTS

- Films – “What's Love got to do with it?” Friday 1st August
- Picnic in the Park – following the success of the Coronation picnic suggested we do this late summer on September 3rd 12 - 4. Linsey will do poster and Sue will get them to school by Friday before they break up. Free event with games available and bar open. Ask Sarah if leaflets can go out with those of the film. ACTION LINSEY & SUSAN
- Quiz – Ed has had the shield engraved.

7.AOB.

- Doors – the hall door was left open over- night. Sue will contact user groups to remind them to lock up and if they have problems to let us know. ACTION SUSAN
- Patio – it was suggested that when the Ladybirds go we remove the fencing and install a proper patio outside the doors.
- Community Fridge – Sue asked if this was something we should consider. She will look into it. ACTION SUSAN

NEXT MEETING –

THURSDAY 7th September at 3 Huntley Down Ed will be host

Meeting finished at 9.50

Milborne St Andrew Village Hall - Accounts 2023

June			
This month			
Balances at end of last month		Income	
Santander	£ 19,032.64	Rent	£ 778.00
Petty cash	£ 108.81	Films, etc	£ 65.80
TOTAL at end of last month	£ 19,141.45	Fund raising	£ 158.35
		Bar	£ 77.11
		Donations	£ -
		Grants	£ -
			£ 1,079.26
Balance at bank (end of last month)	£ 19,032.64	Expenditure	
Deposits this month	£ 731.31	Utilities	£ 443.85
Payments this month	£ 1,324.59	Insurance	£ -
TOTAL Santander	£ 18,439.36	Misc licences	£ -
add Petty cash	£ 219.76	IT costs	£ 36.50
Grand TOTAL this month	£ 18,659.12	Sundries	£ 51.00
		Cleaning	£ 314.00
		Hall Maintenance	£ 434.33
		Grounds Maintenance	£ 12.74
		Playpark Maintenance	£ -
		Capital spend	£ -
		Film costs	£ -
		Bar	£ -
		Fund raising	£ 44.17
			£ 1,336.59
Difference (Income - Expenses)	-£482.33	Difference	-£257.33
This year so far			
Balances (end of 2022)		Income	
Santander	£ 14,633.74	Rent	£ 10,921.64
Petty cash	77.09	Films, etc	£ 442.20
TOTAL at start of this year	£ 14,710.83	Fund raising	£ 1,354.99
		Bar	£ 1,913.22
		Donations	£ 65.10
		Grants	£ 28,335.20
			£ 43,032.35
Balance at bank (end of December 2022)		Expenditure	
Santander at end of 2022	£ 14,633.74	Utilities	£ 785.01
Deposits this year	£ 42,396.51	Insurance	£ -
Payments this year	£ 38,590.89	Misc licences	£ 179.00
Current balance at Santander	£ 18,439.36	IT costs	£ 60.40
Petty cash	£ 219.76	Sundries	£ 982.99
CURRENT GRAND TOTAL	£ 18,659.12	Cleaning	£ 2,659.88
		Hall Maintenance	£ 1,556.21
		Grounds Maintenance	£ 57.45
		Playpark Maintenance	£ 9.46
		Capital	£ 31,081.88
		Film costs	£ 40.96
		Bar	£ 954.62
		Fund raising	£ 491.20
			£ 38,859.06
Difference (Income - Expenses)	£3,948.29	Difference	£4,173.29
Commentary			
Hall maintenance - Fireline inspection + Roof repair materials			
NB Cheque value £225.00 received but not yet processed by bank - hence £225.00 difference in differences			