

# 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 20<sup>th</sup> July 2022 at 3 Huntley Down

**Present:** Sarah Ryan, Ed Frost, Linda Wright, Karen Parks, Amy Stephens, Linsey O'Neill, Sandie Sach, Gren Davies, Barbara Rawlings & Ian Karley

**Apologies for absence:** Eric Crichton & Alison Riddle

Minutes of the previous meeting on 15<sup>th</sup> June were approved.

### 1. Matters Arising

- **Curtains:** thanks to Kaz and Jim for hanging them. All agreed they look very good.
- **Spring Fair/Tree:** Ed & Amy have looked at trees and one will be planted in the autumn.
- **Fairy lights:** Amy sourced some free scaffolding poles and fittings. They will be erected in September. *ACTION GREN*
- **Zip Wire:** Amy & Sarah met with Paul. It was agreed to remove the rotting edging (Paul will give a quote for this) The matting needs lifting all the growth removed and once matting replaced trimmed regularly. It was agreed that this could be a community effort around the "Green Week". Date to be confirmed. It would seem that Paul may be doing more than he is paid for. Ed will check what the Parish Council is paying for. *ACTION ED*
- **Great Big Green Week:** talk to the village on Friday 30<sup>th</sup> September at 7.30pm. This will be followed by a Q&A session. Sarah has put article in the Reporter. There will also be a film on Wednesday 28<sup>th</sup> "Biggest Little Farm"

### 2. Correspondence & Communications:

- **Ladybirds:** are planning to move to the school possibly after autumn half term. This will mean that the hall will lose an income of about £7,000 per annum. On the plus side it will mean that the hall and meeting room will be available but this will only happen if it is promoted. Marketing will be needed in the autumn. It was also suggested that the sheds could be hired out.

- **Fair & Dog Show:** the church is again running this on August Bank holiday Monday. It was agreed that we could do a bar (Pimms?) and ice cream. Sarah will contact Pam. *ACTION SARAH*
- Barbara had contacted Sarah to say she is stepping down from committee. She will continue to be available to help when necessary. She was thanked for her help especially through Covid

### 3. Finance:

- **Insurance** – Ed has taken the policy offered by Zurich A new policy would be £2,550 (we paid £2,850 last year and current provider would be over £3,000 this year). As part of the policy Ed has contacted all user groups to ensure that they have public liability as “most” users need it. Also, a record of all the checks that are done will need to be kept. Ian will do this and keep it in the hall. *ACTION IAN*
- **S106.** Ed has submitted to Dorset Council for money for solar panels & car park extension. The PC will support the solar panels but not car park. (See stage lighting below)
- **Film night** this year has been well attended taking £350 – the license is due and will be £250.
- **Patio doors** these are on order.

### 4. Management:

- **Community Café:** Linda has put article in Reporter; the WI have already shown an interest in running one or two. Amy & Sandie are very keen that it continues and are willing to help oversee this. They would like a core of volunteers to help or make cakes and will be approaching people who have shown an interest. *ACTION AMY & SANDIE*
- **Risk Assessment & Business Risk:** these had been circulated before the meeting and all were in agreement.

### 5. Maintenance:

- **Stage Lighting:** Ian is having little success in finding some in budget. It was suggested that this could be submitted as part of the S106 as it seems to fit the criteria. Ed will send Ian the forms. *ACTION ED & IAN*
- **Hand sanitiser:** the one by the patio doors has been taken away as a child was drinking it. There is still one by the main door.
- **WIFI:** this has been upgraded
- **CCTV:** new signage is up. At the moment no-one can access the CCTV remotely and it only keeps images for two weeks. This time could be extended but internet speed isn't fast enough for remote access. Ian will look at possible solutions. He will also move one of the camera angles to cover the area around the shelter. *ACTION IAN*
- **Vandalism:** after much discussion it was agreed that Amy will paint the shelter again. *ACTION AMY*
- **Benches:** These have been secured
- **Swing:** is ordered but no delivery date

## **6. Future Events:**

Film night 16<sup>th</sup> September Belfast. (Barbara & Kaz bar) plus additional film in “Green Week”  
Quiz – 22<sup>nd</sup> October at £5.00 per team.

**7.AOB:** Amy feels that we should have an “event” at Christmas. Please come with ideas at next meeting.

Sarah suggested that some people are asked to join the committee rather than wait for volunteers. She has two people in mind who she will ask.

A reminder that Sarah will be stepping down next year.

## **NEXT MEETINGS:**

Wednesday 14<sup>th</sup> September – Sandie Sach

Wednesday 19<sup>th</sup> October – venue tba

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

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

Meeting ended 9.15pm

Milborne St Andrew Village Hall - Accounts 2022			
June			
This month			
<b>Balances at end of last month</b>		<b>Income</b>	
Santander	£ 33,294.82	Rent	£ 1,579.38
Petty cash	£ 65.09	Films, etc	£ -
<b>TOTAL at end of last month</b>	<b>£ 33,359.91</b>	Fund raising	£ 72.74
		Bar	£ 147.32
		Donations	£ 15.00
		Grants	£ -
			<b>£ 1,814.44</b>
<b>Balance at bank (end of last month)</b>	£ 33,294.82	<b>Expenditure</b>	
Deposits this month	£ 1,814.44	Utilities	£ 194.76
Payments this month	£ 8,492.97	Insurance	£ -
<b>TOTAL Santander</b>	<b>£ 26,616.29</b>	Misc licences	£ -
add Petty cash	£ 65.09	IT costs	£ -
<b>Grand TOTAL this month</b>	<b>£ 26,681.38</b>	Sundries	£ 41.57
		Cleaning	£ 364.80
		Hall Maintenance	£ 588.26
		Grounds Maintenance	£ 152.57
		Playpark Maintenance	£ -
		Capital spend	£ 7,011.22
		Film costs	£ 14.99
		Bar	£ 124.80
		Fund raising	£ -
			£ 8,492.97
<b>Difference (Income - Expenses)</b>	<b>-£6,678.53</b>	<b>Difference</b>	<b>-£6,678.53</b>
This year so far			
<b>Balances (end of 2021)</b>		<b>Income</b>	
Santander	£ 28,103.53	Rent	£ 8,579.76
Petty cash	65.09	Films, etc	£ 261.21
<b>TOTAL at start of this year</b>	<b>£ 28,168.62</b>	Fund raising	£ 191.93
		Bar	£ 700.41
		Donations	£ 256.23
		Grants	£ 12,666.00
			<b>£ 22,655.54</b>
<b>Balance at bank (end of December 2021)</b>		<b>Expenditure</b>	
Santander at end of 2021	£ 28,103.53	Utilities	£ 1,233.29
Deposits this year	£ 22,655.54	Insurance	£ -
Payments this year	£ 24,142.78	Misc licences	£ 196.74
<b>Current balance at Santander</b>	<b>£ 26,616.29</b>	IT costs	£ 54.63
Petty cash	£ 65.09	Sundries	£ 542.35
<b>CURRENT GRAND TOTAL</b>	<b>£ 26,681.38</b>	Cleaning	£ 2,429.23
		Hall Maintenance	£ 1,044.66
		Grounds Maintenance	£ 152.57
		Playpark Maintenance	£ 450.00
		Capital	£ 17,290.56
		Film costs	£ 39.96
		Bar	£ 508.15
		Fund raising	£ 200.64
			<b>£ 24,142.78</b>
<b>Difference (Income - Expenses)</b>	<b>-£1,487.24</b>	<b>Difference</b>	<b>-£1,487.24</b>
<b>Commentary</b>			
Hall Maintenance - Fire safety inspection - £588.26			
Capital Spend - Door & Windows (final payment) + Blinds & Curtains			