

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

Thursday 17th October 2023 at 11 Wetherby Close MSA

Present: Linsey O'Neil, Linda Wright Ed Frost, Susan Poet, Gren Davis, Ian Karley, Sandie Sach & Amy Stephens

Apologies: Eric Crichton, Paul Tasker, Richard Hawker and Dave Andrews

Minutes of the previous meeting 7th September 2023 were approved

MATTERS ARISING:

- Flat roof – this will be put on hold until spring there is no water ingress
- CCTV – Ed has been able to access this. Ian had sent it to all but no-one has received it. Ed will send the link. *ACTION ED*
- Shelter – Ed has applied to the lottery for £3,500. The Just Giving page has £80. Linsey will up date the page with progress report. *ACTION LINSEY*
- Tennis net – this has been taken down.
- Village Quiz – made a profit of about £235.00 (bar amount still to be finalised)
- Café – another busy month with a profit of £177.00

LADYBIRDS:

Paul reported by video link that they will need an Ofsted inspection before they can move to the school. After half term they would like to book the hall in two week blocks until they have a confirmed date. This was agreed.

FINANCE:

Ed reported that the finances were in good order. The tree inspection and permission to work on them has been paid. Ed also reported that are two financial policies that do not seem to be in place.

- Finance Policy – Ed read the 11-point policy of operating principles.
- Reserve Policy – Ed had prepared a policy for the management of financial reserves based on the Charity Commission Guidance (CC19) June 2023. Looking at the amounts suggested a minimum of 6 months of predicted annual expenditure and a maximum of 9 months should be held in an unrestricted fund. It was agreed that we would keep £9k in this fund and £6k in a restricted fund.

Both these policies were adopted and Ed will add them to the website. *ACTION ED*

- Hire charges – we need to increase the price next year. Susan said that people do comment that we are cheap. She will see what other halls cost and report. Next month is when the budget is set.

MAINTENANCE:

External –

- **Patio** – Ed had three quotes; Barry Andrews £11,742; Dorset Driveways £11,600 and a third £15,000. Agreed that it would be an appealing space for hirers. It was agreed to review this in January.

- **Trees** – Susan said that 30 tree saplings and 30 hedgerow plants will be delivered between 6th – 17th November
- **Play park** – Ian had circulated the maintenance issues and what any action needs doing.
The zip wire – the cable is showing signs of corrosion, a contactor would be needed for this other issues can be done in house.
Slide – steps need rough edges rounded off & bolts trimmed. Gren will do this *ACTION GREN*
Double swing – this is awaiting replacement.
Log walk – minor rot that needs monitoring
Birds nest & child swing – shackles need replacing and soil getting worn away.
Benches – the round one needs fixing down better.
- **MUGA** – whole fence needs going over with fixtures replacing and tightening as necessary. Ian will action this.

FORTHCOMING EVENTS:

Film night – 20th October. Susan & Ian will run the bar Linda will help set up & sell tickets. Next one Friday 17th.

Castle Players – 4th November

Remembrance Sunday – Wayne would like the hall available before & after the service for refreshments. Also asked for a cash bar afterwards. Linsey, Amy Linda & Ed will be helping. Linda has the wreath and has agreed to present it on behalf of the Village Hall.

ArtsReach – Saturday 25th November.

Bingo – 2nd December.

Murder Mystery – probably March 2024

AOB:

Sandbags – Amy has been tasked by the PC to find a suitable store for sandbags in case of flooding. She asked if the shed which is past its best could be used for 6 months to a year. This was agreed.

Litter picking – Dave is not able to do this. Ask on Facebook and Friends of the hall *ACTION LINSEY*

Audio – Ian had circulated the details of how the system would work. Ian has this in hand at a cost of £250. He will be able to use the cupboards currently used by Ladybirds. Ready by end of the year. *ACTION IAN*

Freezer – Sandie asked Gren to dispose of ice - creams and switch on freezer. *ACTION GREN*

Cleaning – Ed has spoken to Kelly and has agreed that once Ladybirds go her hours will be 16hours per Calander month, weekends a thorough clean and extra for big events.

EV Charging – Ed had had a meeting and we could have 2 low energy and 2 high speed charging points connected to substation. It was felt that 4 spaces were a lot to lose but we could have some matting on the field for occasional parking.

Corporate catering – Ed had spoken to Sarah at the pub and she would be very interested in providing lunches.

Petanque club – this is being formed; Barry Andrews has sponsored it with £200. At the moment Ed has made a sub account on the Village Hall account.

DATE OF NEXT MEETING:

Wednesday 15th November at 3 Huntley Down

The meeting closed at 10.25pm

Milborne St Andrew Village Hall - Accounts 2023

October			
This month			
Balances at end of last month		Income	
Santander	£ 18,012.85	Rent	£ 160.00
Petty cash	£ 74.57	Films, etc	£ 74.30
TOTAL at end of last month	£ 18,087.42	Fund raising	£ 306.84
		Bar	£ 375.97
		Donations	£ 200.00
		Grants	£ -
			£ 1,117.11
Balance at bank (end of last month)	£ 18,012.85	Expenditure	
Deposits this month	£ 927.09	Utilities	£ 355.81
Payments this month	£ 1,363.94	Insurance	£ -
TOTAL Santander	£ 17,576.00	Misc licences	£ 180.00
add Petty cash	£ 152.76	IT costs	£ 36.50
Grand TOTAL this month	£ 17,728.76	Sundries	£ 113.46
		Cleaning	£ 448.44
		Hall Maintenance	£ -
		Grounds Maintenance	£ -
		Playpark Maintenance	£ -
		Capital spend	£ -
		Film costs	£ 19.97
		Bar	£ 274.48
		Fund Raising	£ 47.11
			£ 1,475.77
Difference (Income - Expenses)	-£358.66	Difference	-£358.66
This year so far			
Balances (end of 2022)		Income	
Santander	£ 14,633.74	Rent	£ 14,813.14
Petty cash	£ 77.09	Films, etc	£ 718.00
TOTAL at start of this year	£ 14,710.83	Fund raising	£ 2,180.44
		Bar	£ 2,627.25
		Donations	£ 265.10
		Grants	£ 31,585.20
			£ 52,189.13
Balance at bank (end of December 2022)		Expenditure	
Santander at end of 2022	£ 14,633.74	Utilities	£ 1,389.93
Deposits this year	£ 51,636.28	Insurance	£ 2,125.64
Payments this year	£ 48,694.02	Misc licences	£ 436.40
Current balance at Santander	£ 17,576.00	IT costs	£ 206.40
Petty cash	£ 152.76	Sundries	£ 1,217.72
CURRENT GRAND TOTAL	£ 17,728.76	Cleaning	£ 4,443.73
		Hall Maintenance	£ 1,580.90
		Grounds Maintenance	£ 709.23
		Playpark Maintenance	£ 55.46
Unrestricted Funds (Reserves)	£ 8,528.76	Capital	£ 34,261.88
Restricted Funds (Patio)	£ 9,000.00	Film costs	£ 345.30
Restricted Funds (Petanque)	£ 200.00	Bar	£ 1,763.12
		Fund Raising	£ 635.49
			£ 49,171.20
Difference (Income - Expenses)	£ 3,017.93	Difference	£ 3,017.93
Commentary			
Quiz night + Film particularly profitable			
Donation from Barry Andrews re Petanque competition sponsorship.			