

**HERSTMONCEUX VILLAGE HALL  
MANAGEMENT COMMITTEE**

Minutes of meeting held on 12<sup>th</sup> January 2015

**1 Apologies:-** None

**Present:-** Jo Angear - Joyce Burt – Karen Hathaway – Karena Mayhew – Mary McBurney (in the Chair) - Gerald McBurney – Bryan Naish – Ian Stewart – Chris Thompson

**Attending:-** Rhy Clatworthy

**2 Minutes of last meeting,** (8.12.14). had been circulated to all and agreed as true record and signed.

**3 Matters Arising not on Agenda.** Karen H. confirmed that window blind cord problem now solved.

**4 Treasurer's Report.** Ian S said he not been able to complete Charity Commission return as he is still awaiting papers. (Agreed might help speed matters if Chairperson wrote AP requesting papers). Dec income was £2008 , Expenditure was £3981.67p. Over year we made operating loss of £1370.39p. This covered by earlier £2000 grant from Parish Council, and £500 from Grand Draw proceeds. The reality is that the Hall is not making a profit. Parish Council being paid £1,500 rent annually. Other main costs were Electricity, Cleaning and Caretaker costs. Ian considered we needed to raise fees and/or diminish costs. If not for fees from 'out of parish' users we would be facing substantial losses. Treasurer raised question of whether hall being run for village residents or others income

Chairperson summarised situation:- (1) PCs office sharing arrangement with Hall ceases this month. (2) there is increased competition for Hall usage, (3)The Hall cannot subsidise users, it has to pay its way. (4) We might approach PC to see whether annual rent arrangement could be curtailed. Karena M thought our special facilities worthy of higher fees, perhaps also higher fees for electricity in winter. Chris T fees needed to be raised. Karen H spoke of need to retain standards. Ian S said we needed extra £4,000 per year. Jo A wondered whether there were ways to raise extra money. Chairperson thought we needed to get fees right and that it was wrong to subsidise outside users. Brian N believed some users could afford more. Chairperson wondered whether Treasurer and Caretaker could give details of what exactly needed, particularly raising of fees and possibility of two tier electricity payment arrangement. She wanted to pursue with PC the annual rent payment. All agreed on these two steps. Ian mentioned that a formal system of 'rental holiday' might be worth considering.

**5 Caretakers Report.** End of year figures are £35,132, which is £1,147down from last year. 2015 bookings show £32,832, an increase of £148 on last years figures at this time. 4 week electricity bill £742.02. Cooker now booked for deep clean' on 10<sup>th</sup> Feb, Rhys assured cost 'not more than £100'. (Chairperson mentioned rep from Lunch Club had offered to pay half cost). Uplighting in Small Hall now in order and not using previous mini-computer system. Drain cleaning carried out twice yearly to cost around £60 per visit provided we install outside tap. Figures given for lockable tap Installation cost extra. Agreed. Surgery have asked if Hall can be used as an Emergency Centre if required. Agreed .

**6 HATs.** Chris T confirmed written comments to Chairperson in that HATs are appreciative of committee's agreement that Hats could have clear use of the hall for week of show and they

accepted suggested financial terms. Freedom to leave out equipment overnight would make 'a massive difference'.

**7 Maintenance Report.** Dealt with above. Jo A asked if new electricity heating system had increased costs. Rhys thought it difficult to compare over short period because of inconsistencies such as weather conditions.

**8. Risk Assessment.** Report now completed by Karena M and would be circulated via an email to Chairperson.

**9. Pharmacy/Access.** Concern raised over delivery vehicles parking on Hall access roadway directly outside pharmacy. This despite double yellow lines. Ian had recently observed a pedestrian almost being involved in accident by walking between such parked vehicles. He concerned that Hall Trustees could be viewed as responsible or part responsible if accident occurred. Long discussion as to how situation has arisen. Chairperson and Ian had had discussions with surgery and pharmacy and it had been agreed delivery vehicles will not park on yellow lines. Some complication over Surgery, Hall and PC being involved in discussions when matter more strictly between Surgery and Hall, at least in first instance. Ian S looking to resolve principle of indemnity for Hall and Trustees. It agreed initial step to be for Chairperson and Treasurer to sort out with Surgery, Pharmacy and PC.

**10 A.O.B.** Joyce B reports having recovered 5 chairs and 'ploughing' on with others left – she was thanked for her hard work and expertise.

AGM has been advertised in parish magazine and local newspaper. Notices to be issued to user groups. (Secretary to provide Rhys C with 20 enveloped copies). Brian N recalled that groups used to be required to send a rep. Some uncertainty about PC rep on committee. Chairperson to write to PC re their rep on management committee.

## **11 Dates for Future Meetings.**

Monday 9th Feb 2015----**AGM** at 7.30pm

Monday 9<sup>th</sup> March 2015