

# HERSTMONCEUX VILLAGE HALL

Minutes of the Management Committee meeting held on Monday 14th March 2016

## PRESENT

Chris Thompson (Chair) Sheila Charlton (Secretary) Ian Stewart (Treasurer) Bryan Naish Jo Angear Karena Mayhew and Rhys Clatworthy (Caretaker)

## APOLOGIES

Joyce Burt and Karen Hathaway

## MINUTES OF THE MEETING HELD ON 8TH FEBRUARY 2016

The minutes having been circulated were signed as a true record of that meeting

## MATTERS ARISING

**Herstmonceux Bonfire Society Ball** - Mr Harris has delivered the bell which is now on display in the Village Hall

**Lunch Club** - Rhys has arranged for a sealant to be done around the fridge. Also for the wall behind and to the side of the dishwasher to be attended to. Sheila to give Rhys details of Oven Wizards re cleaning extractor filters. Rhys to obtain new tray for dishwasher and charge the Lunch Club. An eye must be kept on the dishwasher's possible deterioration

## Extend

Rhys to clear out "allocated rubbish" and dispose of this thus making room for Extend to put their cupboard in. Mention was made at the AGM of a Performing Rights Society's license - Ian is pursuing this matter and will report fully at the next meeting.

**Maintenance to the Village Hall** - it was decided that this matter would be a priority on next meeting's agenda.

## TREASURER'S REPORT

Ian reported the following:

### Income/Expenditure

January 2016	£1869.00	£1921.81	(£2865.87/£2140.00)
February 2016	£2842.50	£1967.44	
	(£3335.50/£1958.44)		

Although a cheque for £587.00 was not banked until the beginning of March, this would have made our income for February £3429.50!

Sheila asked if statement of account could be presented at each committee meeting - Ian stated this was not feasible.

Our set of accounts approved at the AGM needed to be audited and it was agreed that Nicki

Carter be contacted to see if she could audit them for us with no charge as the present auditor is busy at the moment. These accounts when audited need to be sent to the Charity Commissioners before October 2016.

Sheila raised the question regarding the increase £.1.00 per hour booking to take effect from 31st March 2016. She felt on reflection that this may not be enough for the village hall to help keep us in profit. It was agreed that the committee look at the matter in July to see how our balances are fairing.

#### **CARETAKER'S REPORT**

**Bookings** : 2016 - the value of bookings as at the end of February was £35930.00 (35108.00) This is an increase of £364.00 and equates to a 1.03% increase over the month

**Electricity** - usage over the last four week period was £827.23 (2015 £811.55)

**Maintenance** - pumps no problem

**Waste Disposal** - normal collections

**Actions** - Painter quote with Ian and the new computer has been installed.

It was noted that the **PAT testing** had been carried out on 29th December 2015

#### **GRANT**

It was reported that the Grant Aid application submitted to Wealden District Council had been successful to the tune of £4,011 for the window replacements and floor refurbishment. It was agreed that Sheila write to WDC accepting the grant aid and to adhere to the terms and conditions of said grant. Possible start dates for work - windows April and the floor the work of which would take 2 days and 2 days to set before the hall comes back into use. Start date August or October. Sheila to ascertain from Rhys possible convenient dates.

#### **UPDATE ON PROGRESS TO VARY LEASE**

Jo reported that there had been a conflict with the Parish Council's solicitors but things will be resolved soon. Ian had submitted a draft Deed of Surrender (a copy with Secretary) to the Parish Council to move things on

#### **WEBSITE/COMPUTER**

There is a delay at present due to the ill health of the web designer and therefore the project will go live at some time in the near future.

Ian had raised the issue of the village hall web site being linked to the existing Parish Council website. This arrangement will continue when the new web site goes live. James Gallifant will continue to be the village hall's web master. Sheila stated that she had brought James up to date with the minutes which are now on our website.

**Computer** - Rhys had reported to Ian that the old computer was failing and becoming unreliable. It was not possible to load Sage Accounting updates and this function had ceased. Given that the computer and the Avalon booking program is central to the running of the Hall Ian asked

Rhys to obtain from Techninology Box a quote for a new computer and essentially for the transfer of all records and programs from old to new computer. The cost was approximately £700 and thus Ian authorised the expenditure so as to enable the Hall to continue to function. Rhys reported that the installation has been completed.

Although it was stated in last month's minutes that Rhys was in need of a new computer, due to circumstances it was necessary to order a new computer system for £700 which Ian duly ordered. This was an urgent matter and if no action had been taken we could have lost all the information on our computer. In these circumstances it was necessary for Ian to place the order.

### **PROJECTOR**

This was mentioned at our last meeting and the committee decided not to pursue this matter as it was felt that bookees made their own arrangements, although Chris stated he had a spare projector which possibly could be used in an emergency!

### **MAINTENANCE**

It was left to Sheila to find the maintenance schedule which was included in the past Secretary's handover papers and for this item to be on the agenda as the main subject matter for our next meeting.

In the meantime a quote had been received from Paul Hodges for external work for £1230.00 and Ian had received a quote re door to electrical room from Cecil Thompson to remove door and brick up opening of £832.56

Joyce is still repairing the seats after which we would be 12 seats short. Secretary was asked to send a letter to Joyce thanking her for the work she is carrying out.

Karina and Sheila will carry out the necessary risk assessments along the lines as last year at the end of March.

White lines - item for next meeting's agenda.

### **UPDATE ON BECOMING CHARITY INCORPORATED.**

Mary McBurney - past Chairman - wishes to pursue this matter on behalf of the village hall and if she needs further information to complete the task she will get in touch with Ian.

### **ANY OTHER BUSINESS**

The matter of pursuing making enquiries to have wedding civil and partnerships held at the village hall. After discussion it was agreed not to pursue this matter. Jo made mention that possibly the village hall could advertise their wedding reception facilities. Sheila to pursue matter and obtain quotes.

European Polling Day - 23rd June 2016. Rhys stated that he had been contacted with regard to this matter.

### **FUND RAISING**

After some discussion it was agreed that a quiz and jumble sale be held in the hall in September/October. Sheila to obtain possible dates from Rhys and for this to be included in the next meeting's agenda.

Chris reported that an advertisement had been included in the Peter Pan programme free of charge.

#### **DATE OF NEXT MEETING**

The date of the next meeting will be Monday 11th April 2016. **Please note that all future meeting will commence at 7.00 pm**