

**MINUTES OF THE HERSTMONCEUX VILLAGE HALL MANAGEMENT
COMMITTEE HELD ON MONDAY 11TH APRIL 2016**

PRESENT

Chris Thompson (Chairman) Sheila Charlton (Secretary) Ian Stewart (Treasurer) Jo Angear
Karen Hathaway Bryan Naish Joyce Burt Karena Mayhew and Rhys Clatworthy
(Caretaker)

APOLOGIES

None

MINUTES OF THE MEETING HELD 14TH MARCH 2016

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

MATTERS ARISING

Lunch Club - it now transpires that a replacement sealant for the fridge cannot be obtained and a new door would have to be purchased to overcome the situation.

Extend

Performing Rights

Rhys gave me at the last meeting a letter from PRS in reply to mine on the point raised by Cassie Harris (Extend) on fees. We have no choice but to pay the PRS element. The PPL element is an issue as organisations such as Extend also pay this fee. We can have the PPL assessment but I would need to know -

The number of play music devices used/ number and capacity of all dance classes/ number and capacity of all events using music and it goes on. With this information they would calculate the PPL fee. However it was agreed that we would continue with the present arrangements.

Auditing Account - It was mentioned at the last meeting that contact be made with Nicki Carter but unfortunately she is unavailable to help. So it was left to Ian to contact Andrew Phillips to see if he could audit the accounts in six weeks.

Grant - Seaford Flooring have been booked to carry out the work in the main hall from 1st August for five days.

Access Road/Lease - The matter is on the Parish Council's agenda for discussion at their meeting on Monday. Feedback will be given at the next village hall meeting in May.

Website/Computer

Rhys is having problems with the programmes not working. Rhys to pursue the matter further to get everything back to working

Risk Assessment - left to Karina and Sheila to complete this exercise.

Maintenance

Peter Hodges has been asked to carry out the external work but no starting date has been given. The blocking up of the electrical room's door will not be pursued at the present time

Board

Advertising the village hall etc. Prices will be available at the next meeting

TREASURER'S REPORT

Income/Expenditure

March 2016 £3959.30 / £3273.22

Computer

The major expenditure in March was the new computer at a cost of £894.80. In addition we will have to pay £7 plus VAT for the monthly charge for the use of Microsoft Office 365. We had tried a free download version but this has proved inadequate as it did not "compute" or talk to the Avalon and Safe software we also use. I hope you can agree that I initiate this contract. Agreed

Electricity costs

Our contract runs out in July and am looking at new prices. One major point that has arisen is that one of the price people I approached said that as a charity we should not be paying 20% VAT but only 5%. This was news to me as I did not know it applied to village halls. I have read the HMRC booklets and it is very confusing. I have submitted a claim for 5% VAT and a refund from Scottish Power for the 15% difference

over the 27 years of the contract.

On Scottish Power I have received their latest bill and again they have under estimated the usage. They are about £2300 out which we owe them! I do not intend to pay them now as it hopefully will be covered by a VAT refund

The future

I have got quotes from Energyadvice line and Energypricesdirect. Our present costs are

Day Rate (DR)	11.1	Night Rate (NR)	7.61	Daily Charge (DC)	23 per day
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Energyadvice (quote from EDF fixed until 30/9/17)

DR	-	10.6	but if we pay by DD monthly	9.86
NR				6.43
5.98			DC	25p
23.25p				

Energypricesdirect (Quote from Scottish Power fixed to 31/8/19)

DR	10.26	NR	7.27	DC	25p
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Telephone in Foyer

It was agreed that the telephone be removed and that in future booking forms should suggest that bookers should have available a mobile telephone for emergencies whilst using the village hall facilities.

CARETAKER'S REPORT

Rhys had been away and was therefore unable to give an up-to-date report.

Booking fees.

After much discussion a percentage based on last year's income figures should be considered. Rhys stated the those figures :

27%	£985	5%	£1971	7%	£2956	10%	£3,941
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It was mentioned that the increase would maintain our standards and also put money in a maintenance pot.

It was agreed that 10% should be the increased figure used for future bookings. (Last time there was an increase was 10%)

Rhys had been contacted by a new member of a local village hall committee and had answered various questions posed to him. It was felt that we were not in competition but rather than we offer different facilities to the general public.

Small freezer/larder fridge. Bryan will look into this and come back with information at the next meeting

Cooker - it was agreed that Rhys obtain new filters and to be fitted as soon as possible

Dishwasher - Rhys to look on the internet to see if he could obtain information and report back.

ANY OTHER BUSINESS

Charity Incorporated

Mary McBurney has circulated a draft to Ian and Sheila and when they have had an opportunity to read through the draft a meeting will be arranged with Mary to complete the necessary forms that have to be submitted to the Charity Commission.

The Secretary had received a letter from the Finance Officer of the Parish Council with regard to the village hall to have property revalued periodically to ensure that the insurance value held by our insurance providers cover the market value of the property and that we have adequate insurance for any loss of business income in the circumstances of the property not being fit for use through fire or other damage. It was agreed that Ian supplies Sheila with our insurance policy to be sent to the Finance Officer. If he is not satisfied with the information contained therein we would contact a local chartered property valuer to carry out such a revaluation.

The chairman made mention that he had had an enquiry for a possible dog session to be held at the hall. It was agreed that we would not want to entertain

The meeting temporarily closed as committee members with the Secretary inspected all the service/maintenance items that she had listed - a copy of which is attached but needs to be confirmed by members at the next meeting.

DATE OF NEXT MEETING

The date of the next committee meeting will be held on Monday 9th May 2016 starting at 7.00 pm

