

## MINUTES OF THE VILLAGE HALL COMMITTEE MEETING HELD ON MONDAY 11TH DECEMBER 2017

### PRESENT

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

### APOLOGIES

Joyce Burt Bryan Naish

### MINUTES OF THE MEETING HELD 13TH NOVEMBER 2017

The Minutes having been circulated were signed as a true record of that meeting with amendments

### MATTERS ARISING

- **Cleaning Day** It was felt that as time was pressing we could ask our cleaner from Colvins to carry out the task of blitzing the small kitchen etc. Rhys to pursue the matter further and report back at the next meeting

- **Planter** It was agreed after discussion that we would go ahead with Cecil Thompson's quote of £760 to rebuild and for this work to be carried out in the Spring. **Agreed.** Also that wooden (log) bollards be used to protect the planter for the future. It was understood that the damaged plaque could be rectified but a quote would be needed to cover this work. It has come to our attention that the planter is cracked. We have received two quotes from Cecil Thompson one for £200 to make and mend and £760 to reconstruct. Rhys was asked to obtain a quote for railings to encompass the planter and report back at the next meeting when the matter would be discussed again. **Noted**

- **Table Cupboard** A quote had been received in the amount of £294 to rectify the damaged done and it was **agreed** that the work be carried out before Easter

- **Pavement Lighting** It was left to Rhys to contact Mark Silvester to pursue the matter further by possibly having LD lights on the wooden fence, although it was mentioned that the posts are beginning to rot at the bottom. Rhys was asked to seek advice from Michael, the electrician and obtain a quote regarding the lights and options and to report back at the next meeting. **Noted**

### TREASURER'S REPORT

Bank balance at end of November 2017 was £23870.26 (which includes unspent grants of £3705)

The operating surplus to date after deducting the grants is £5382.31 and after deducting the

fund raising £4237.30 but do not get too excited as we still have the bills to come for hedge cutting, new sewage pump and the entry keypad!

November	Income	£5353.00	
		Expenditure	£4390.02

- 1 Mick Goodsell has cut the hedge adjoining North Lodge. His bill is still awaited.
- 2 The hallways painted and we have paid Paul Hodge's bill for this element of the re-painting and I await Paul Hodge's bill for this element of the repainting
- 3 The treasurer has done a separate note on the CIC situation.
- 4 Henry the Hoover died RIP and has been replaced with Henry the Third - cost £99.99
- 5 Small hall fridge expired and has been replaced at a cost of £159.99
- 6 Premises License renewed with WDC. Note we do not actually need a DPS now but are required to make a formal application to WDC to remove the requirement. The treasurer has noted on the websites of other District Councils that they have an online form and there is a cost. WDC do not provide the form or cost online. At present we pay Ian Hanks to do the job informally for us but we need to agree whether to continue. It was agreed that this matter be left to Ian to contact Ian Hanks and Nigel at the Brewers Arms to resolve this matter,

## **CARETAKERS'S REPORT**

### **Bookings:**

**2017:** The Value of bookings at the end of November 2017 was £38888 (£39174), decrease of £286. This now means we are £602 up on last year's figures.

**2018:** Value of booking at the end November is £35019 (32951). An increase of £2068.

**Electricity:** Usage over the last 4-week period was £472.34.

### **Maintenance:**

- Pumps - one pump installed 8th December 2017
- Key pad for intruder has been installed. 2 errors to be resolved
- Painter has been arranged for corridors have been completed
  - Small hall 16<sup>th</sup> to 31<sup>st</sup> December
  - Main hall 2<sup>nd</sup> to 13<sup>th</sup> April 2018 (9.00 – 18.00 hrs) evenings will be available

### **Actions:**

- Pyrotec have done the fire assessment the PAT testing certificate to be dispatched.

- Parking Rhys has spoken to Derek Amas Project Manager for WW Martin 40 houses next to the surgery who is asking to hire 10/12 parking spaces for 75 weeks.
  - It will be for cars and small vans from 7.30 to 17.15 Monday to Friday
    - They will take responsibility for cleaning any mess made by dirty boots etc.
    - They will provide rubbish bins for their workers to deposit workers rubbish and provide a notice to this stating that it is for workers only and it is their responsibility to empty
  - Mr Amas quotes a figure of £50.00 per week but Rhys has stated that this will be to the discretion of the hall committee.

**Waste Disposal:** 1 extra collection

### **CHARITABLE INCORPORATED ORGANISATION**

Ian and Sheila having recently attended an AirS conference Ian put together the following information.

Converting to a CIO - the process

- 1 Appoint a solicitor to investigate the property ownership and check title Cost £1300 plus VATY
  - 2 Prepare model constitution. ACRE has a foundation model (Ian asked how this differed from Charity Commission model and it did not appear to differ much)
  - 3 Public notices of transfer of property to new CIO. S121 Charity Act 2011 applies and hold public meeting
- Trustees have to approve and adopt CIO MODEL (who are charity trustees). Long discussion which appeared from AirS point of view to include whole elected management committee. Said that Trustees who appeared on property trustees were just holding Trustees. Need to look at our constitution but if note elected to management committee not a trustee) Solution not to elect anyone
- 5 Online application with CC to register (approximately 2 1/2 Airs?\_ AirS would not charge for the service.
  - 6 If no problems 1 to 2 weeks to register BUY if issues could be up to 12 weeks.
  - 7 When registered need to re-do all contracts, change bank etc and transfer the property. (If there is nothing in governing deed need to re-do deed or get CC consent
  - 8 Need the Vesting Declaration to transfer at Land Registry from Official Custodian to new CIO
  - 9 Merge the new charities at CC on their website

It was agreed that Ian pursue the above matters and report back at the next meeting. He is hopeful that we may become a Charitable Incorporate Organisation by the Annual General Meeting. If not then a special meeting will have to be held.

**SUNDAY 11TH NOVEMBER 2018 - 100 YEARS** - end of the First World War. The Parish Council is seeking feedback with regard to holding an event to commemorate this. The Parish Council has made a commitment of £500 towards the event. Claire Harrison the Parish Clerk is in the process of contacting organisations in the village to gather together a committee to organise such an event. The committee was in agreement to support such an event. It was learnt that Derek Creasey would be able to supply the Secretary with names and addresses of the relatives who are shown on the memorial plaque. **Agenda item for January meeting.**

#### **MAINTENANCE TO THE VILLAGE HALL**

After the redecoration of the small hall the Chairman would organise a small meeting to measure up the display pin boards for displaying notice boards and children's' paintings in conjunction with Nick Porter. Rhys to pursue matter with Nick and report back to Chairman.

#### **ANY OTHER BUSINESS**

**Parking** An approach as stated in Rhys' report has been made by Derek Amas Project Manager of WW Martin the builders of the new Lime Roughs estate. He is wanting 12 car parking spaces in the Village Hall Car park for 75 weeks and has suggested £50.00 per week for this facility. After much discussion it was agreed that Rhys goes back to Mr Amas quoting a price of £100 per week for the duration. If there is any further discussions needed with Mr Amas then those discussions should be between Chris Ian and Mr. Amass. Once the money in principle has been accepted and more details - clean vehicles, insurance, damage etc firmed up an agreement would need to be drawn and signed by both parties.

It was suggested that Fund Raising events should be put on the agenda for next month's meeting. **Noted**

The treasurer made mention that no reserve maintenance fund had been budgeted and it was agreed that he instigate such a fund.

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

**Please note that the next meeting will be held on Monday 15th January 2018 starting at 6.15 pm**

**NB Our February meeting will be on Monday 5th February 2018 starting at 6.30 pm and the Annual General Meeting will be held on Monday 12th March 2018 at 7.30 pm**