

**Minutes of a meeting of the Briantspuddle Village Hall Committee held on 6 March 2019 at 7.30 pm in the Diamond Jubilee Room, Briantspuddle Village Hall.**

Present: Members of the Committee: Jenny Lightfoot, Stuart Chorley, Allan Smith, Anne Colquhoun, Fiona Hogger, Mike Menzies, Cindy Read, Roger Smith and Angela Tozer. Also present, Lesley Wilcox (Minutes Secretary).

**1. Apologies for absence**

Tamsyn Tankard-Evans sent her apologies. Cindy was welcomed to the meeting as the representative of the Community Group.

**2. Notice of Conflicts of Interest**

None required.

**3. Approval of the minutes of the meeting of 6 February 2019.**

The minutes were approved and signed.

**4. Matters Arising (not otherwise on the agenda)**

None

**5. Planned Events / Bookings**

It was reported that:

- i. 15 March – Village Shop and PO AGM;
- ii. 6 & 7 April – Parish Council's litter pick (with 13 & 14 April as a contingency in case of bad weather);
- iii. May – no outside bookings yet and the yoga classes had not yet been confirmed. There is likely to be a booking for the Rotary Club.
- iv. 17 August - the booking for the William Barnes Society, including the use of the kitchen, had been confirmed;
- v. the new Pilates class on a Tuesday morning will be booked to the end of the year;
- vi. October – a booking for a Purbeck Film Festival was expected;
- vii. Burns Night 2020 – the event will take place and the Band was already booked.

Allan reported that 'Screen Bites' might also make a booking for October. In addition, he had been in discussion with the organiser of 'the Galloping Maestro' event – a chef who will demonstrate and prepare a meal whilst also singing. The idea was discussed; it was agreed that this was an interesting concept and would be an unusual event but the financial aspects needed to be considered carefully given the considerable cost outlay.

Jenny reported that she had 17 offers from owners to open their gardens for the event on 2 June but was still looking for more. It was agreed to keep the visitor charge at £6 per head.

Angela will be away from 20 March for 5 or 6 days; Allan will cover the bookings.

## **6. Treasurer's Report**

Allan had already distributed the end of February accounts. Income from hirings had been much as forecast. The collection box had yielded almost £300 for the year and HMRC rules permitted Gift Aid to be claimed on the amount. The electricity supplier had reduced the monthly payment from £101 to £85. Included in the amount for R&R was £220 for the maintenance of the heating system, an amount for paint, and a sum for the refurbishment of the sound system. Under 'Capital' was the sum paid for the new exhibition cabinet – this amount had been part of the residue from the Debenham Estate exhibition.

The insurance renewal premium was £2,800 (lower than budgeted). Allan advised that the building had last been valued some 2-3 years ago and it was agreed that a re-valuation was not presently necessary. It was agreed to pay the insurance premium.

Allan reported that, due to the change in the local authority structure, the current tax rebate from Purbeck DC would lapse and so he would re-apply for the rebate from the new Unitary authority. He did not anticipate any difficulty in obtaining the rebate.

## **7. Hall brochure**

Tamsyn had previously circulated some photos for any comments but it was agreed to hold discussion over to the next meeting.

## **8. Loop System**

Mike reported that the loop system had been fixed and that he had produced instructions for its use. Stuart advised that there might need to be an adjustment to the placing of the lectern in relation to the overhead speaker.

## **9. Replacement of trestle tables**

Jenny reported that following Allan's suggestions the Community Group had looked at the potential for replacements on-line. The quote for 12 tables and 2 small trolleys (as opposed to 1 large one) was £2,288, including delivery. The existing tables had originally been donated by BSC so would be offered back; if not taken they would then be offered to the church. Any tables then surplus could be available for public sale or disposal. The existing old chairs surplus to requirements, and currently stored in the boiler room, could have a value so would be put up for sale on E-bay.

Allan will produce a formal project plan.

## **10. 1982, 1983 and 1986 Agreements**

The new Agreement had been signed by representatives of both the VHC and BSC and took effect on 20 February 2019. The Agreement covers cost-sharing of the maintenance and cleaning of shared facilities and makes it clear that the BSC may hire the hall on the same terms as any other hirer. A copy of the signed Agreement will be sent to the Parish Council

as a matter of courtesy (post-meeting note – this has now been done).

Allan had received a letter from the (then) Parish Clerk dated 15 February 2019 stating that the Parish Council was ready to participate in modernising the 1983 and 1986 Agreements. Allan replied on 20 February 2019 advising that current discussions with BSC had been confined to issues covered in the new 2019 Agreement.

## **11. Correspondence**

Stuart had received a letter dated 6 February 2019 from a Parishioner expressing their concerns over the VHC's adherence to a Conflict of Interest policy and Charities Commission guidance on the matter. Although addressed to the Trustees it had only been handed to Stuart who had passed a copy to Allan. For the benefit of the other Trustees Jenny read out the letter. Stuart said that he had since received a further letter from the same person requesting a reply on specific points of action to be taken following the previous correspondence.

Some discussion followed but, given the length of the letter, it was agreed that it would be e-mailed to all Trustees following the meeting (note: this was done by Allan on the following day). Jenny asked everyone to consider the issues raised and be prepared at the next meeting to agree a response. Stuart will advise the writer.

## **12. 100+ Club winner**

The winner for February was no 141.

## **13. Any Other Business**

- i. Publicity for the next evening talk (27 March) on dog training was discussed. It was confirmed that no dogs, other than a 'demonstrator' dog, would be permitted in the hall.
- ii. Mike confirmed that he had carried out PAT testing of the electrical equipment.
- iii. It was agreed that Cindy (being a close neighbour) should hold an emergency key to the hall.

## **14. Next meeting**

The next meeting will be held on Wednesday 3 April 2019 at 7.30pm. Fiona gave her apologies in advance.

The meeting closed at 9.35pm.

Lesley Wilcox

Minutes Secretary

Village Hall Accounts Monthly Summary

	End February 2019	
	Forecast Income	Actual Income
Hall Hire	680.00	637.00
Events and Fund Raising	150.00	0.00
100 Club	0.00	0.00
Misc	0.00	0.00
Grants	0.00	0.00
Donations	0.00	65.00
<b>Income for Month</b>	<b>830.00</b>	<b>702.00</b>
<b>Year to Date</b>	<b>1980.00</b>	<b>1652.00</b>

Bank Balance	No 1 Account	£9,033.70
	No 2 Account	£20,403.70

	Forecast Expenses	Actual Expenses
Event Expenses	50.00	0.00
Telephone	17.00	17.19
Fuel Oil	0.00	0.00
Electricity	100.00	101.00
Water	0.00	0.00
Insurance	0.00	0.00
Ground Rent	0.00	0.00
Admin/License	10.00	0.00
Cleaner	170.00	140.00
Cleaning Materials	40.00	38.28
R & R	50.00	436.98
Capital/Equipment Purchase	450.00	438.00
100 Club	30.00	30.00
<b>Expenses for Month</b>	<b>917.00</b>	<b>1201.45</b>
<b>Year to Date</b>	<b>1334.00</b>	<b>1599.68</b>