

**Minutes of a meeting of the Briantspuddle Village Hall Committee held on 3 April 2019 at 7.30 pm in the Diamond Jubilee Room, Briantspuddle Village Hall.**

Present: Members of the Committee: Jenny Lightfoot, Stuart Chorley, Allan Smith, Mike Menzies, Cindy Read, Roger Smith, Tamsyn Tankard-Evans and Angela Tozer. Also present, Lesley Wilcox (Minutes Secretary).

**1. Apologies for absence**

Ann Colquhoun and Fiona Hogger sent their apologies.

**2. Notice of Conflicts of Interest**

None required.

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

The minutes were approved and signed.

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

None.

**5. Planned Events / Bookings**

- i. a list of confirmed bookings was distributed;
- ii. 6 & 7 April – arrangements for access to the hall to support the Parish Council's litter pick were agreed;
- iii. 10 August - a list of items requested by the Church for use at the Church fete was handed to Allan;
- iv. Angela reported that DC's Electoral Services had enquired about the use of the Jubilee Room on 23 May for the EU elections: this would be confirmed by 12 April;
- v. dates for 'Screen Bites' bookings were yet to be confirmed;
- vi. Allan had been in discussions with the organiser of the proposed 'Gallopings Maestro' event regarding the financial arrangements, costs to each party, ticket prices etc. He felt that the maximum ticket price should be £15ph which, after all costs and profit sharing, could make a profit for the hall of approx. £200. However, the organiser thought that the ticket price could be increased and was considering the matter. The meeting agreed that, as a different type of event, it was an attractive idea but the fixed costs were high and so the price needed to be at a reasonable level in order to be confident of selling sufficient tickets to make a profit for the hall.

- vii. 2 June - Jenny reported that she now had offers from 23 owners to open their gardens. She said she would also need volunteers to:
- a. arrange volunteer rota and supervise car parking in the car park;
  - b. arrange advertising, distribute leaflets, put up posters – advertising material will also cover the Church's Flower Festival;
  - c. contact local radio stations for publicity (Stuart);
  - d. supervise parking notices and arrangements within the village;
  - e. carry out risk assessments (Mike);
  - f. co-ordinate signage, house numbers etc;
  - g. arrange for volunteers to provide cakes (Cindy);
  - h. help with waitressing, washing-up etc on the day;
  - i. produce a programme for the event (volunteer already identified).

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

Allan had already distributed the end of March accounts. Income from hirings had been better than forecast. The reduction in the electricity payment had now taken effect. The insurance premium had been paid – he had originally forecast an increase in the premium over last year but the cost was actually much the same. He was assuming a surplus of approx. £2k to come from the Open Gardens event but this was dependant on many factors, not least the weather on the day.

## **7. Maintenance**

Stuart reported that no entries had been made in the maintenance log. He would be updating the planned maintenance schedule.

## **8. Hall brochure**

There was some discussion about the photographs previously distributed by Tamsyn. She asked for facts about the hall in order to start building the text – it was agreed that there should not be too much detail but that the purpose was to encourage enquiries and discussion from potential hirers. Angela will coordinate the draft wording.

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

It had already been agreed that the existing tables needed to be replaced and Allan had produced a project plan. Jenny reported that the Community Group's constitution set out that any surplus funds should be used to support the village hall. Accordingly, and as the main user of the tables, the group would discuss a contribution of £1350 from funds accrued from 'Lets Lunch' and the Saturday Coffee mornings and, possibly, a further £450 from the sale of preserves. The meeting agreed that this was a very generous contribution. Allan confirmed there were sufficient funds to cover the remaining £780 and that the cashflow would support the purchase. The proposed new tables would be easier to handle, more robust and more hygienic. The old tables would first be offered to BSC as they had originally donated them to the hall. Any not required could then be offered for sale to the church and other village organisations. It was thought that the old chairs had a commercial value; Allan will look into this.

## **10. Correspondence**

- i. General - some members felt that to publish names of correspondents might discourage wider debate but others thought that publishing names was democratic. Unfortunately there is an absence of consistent advice and practice regarding this matter. After some discussion it was agreed that the names of correspondents would not presently be published in the minutes of the Committee's meetings pending advice.
- ii. The letter dated 6 February 2019 from a Parishioner concerning the Committee's policy and practice over Conflicts of Interest had already been circulated and was discussed in detail. It was agreed that the lengthy letter contained some inaccuracies and unfounded accusations. Nevertheless, it was important to try to build a relationship in order to move forward; a reply would be compiled, circulated and sent. Allan repeated the advice he had previously given to the meeting, ie that the Charities Commission guidance (particularly notes 24 and 29) acknowledges that activists within small communities are often involved in more than one organisation. In itself, this does not necessarily create a conflict of interest. The potential for pecuniary advantage must be identified and will dictate policy and practice. In the case of VH Trustees who are also members of the BSC, the potential for pecuniary advantage was so small as to be negligible and would only arise in the event that the Club were to close.
- iii. Allan had received an e-mail dated 2 April 2019 from another Parishioner which concerned the VHC's recent Agreement with the BSC over hiring and cost-sharing issues. This was discussed and it was agreed that Allan would reply.

## **11. 100+ Club winner**

The winner for March was no 142.

### **13. Any Other Business**

i. Stuart advised that the BSC were considering hosting a monthly event with food provided; this would necessitate the use of the kitchen. He asked how flexible the hiring arrangements were. Presently there are allowances for provisional bookings, (as with possible elections). It was agreed to try this although precedence would be given to any other firm booking.

ii. Allan said that he was yet to produce a draft of the reserves policy. This would cover the purpose of the policy, a statement of operating policy and intention to build up a reserve funds for long-term maintenance.

iii. It was agreed that the Music group would play in the hall during the Open Gardens event.

### **14. Next meeting**

The next meeting will be held on Wednesday 1 May 2019 at 7.30pm.

The meeting closed at 9.40pm.

Lesley Wilcox

Minutes Secretary

Village Hall Accounts Monthly Summary

	End March 2019	
	Forecast Income	Actual Income
Hall Hire	750.00	1020.00
Events and Fund Raising	150.00	197.00
100 Club	0.00	0.00
Misc	0.00	0.00
Grants	0.00	0.00
Donations	50.00	35.00
<b>Income for Month</b>	<b>950.00</b>	<b>1252.00</b>
<b>Year to Date</b>	<b>2930.00</b>	<b>2904.00</b>

Bank Balance	No 1 Account	£7,533.56
	No 2 Account	£20,410.88

	Forecast Expenses	Actual Expenses
Event Expenses	50.00	0.00
Telephone	17.00	17.19
Fuel Oil	0.00	0.00
Electricity	100.00	85.00
Water	0.00	0.00
Insurance	3200.00	2819.59
Ground Rent	0.00	0.00
Admin/License	0.00	0.00
Cleaner	170.00	140.00
Cleaning Materials	0.00	0.00
R & R	50.00	0.00
Capital/Equipment Purchase	0.00	0.00
100 Club	30.00	30.00
<b>Expenses for Month</b>	<b>3617.00</b>	<b>3091.78</b>
<b>Year to Date</b>	<b>4951.00</b>	<b>4794.29</b>