

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 5 February 2020 at 7.30 pm in the Diamond Jubilee Room, Briantspuddle Village Hall.

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

1. Apologies for absence

None required.

2. Notice of Conflicts of Interest

None required.

3. GDPR

All agreed that their names could be published on the Briantspuddle Community website in relation to any Committee matters.

4. Approval of the minutes of the meeting of 2 January 2020.

The draft minutes were approved and signed.

5. Matters Arising (not otherwise on the agenda)

None.

6. Treasurer's Report.

Allan reported that:

i. He had already circulated the accounts for the end of January including a breakdown for Burns' Night together with a comparison with the previous year. Despite a reduction in sponsorship monies the event had made a profit of approx. £1,100, almost the same as in 2019.

ii. He had also circulated a forecast for 2020. This only included for the usual extra events such as Christmas so any income from special events would be extra. He was anticipating a profit of some £1,500; this was comparable to last year discounting the income from Open Gardens and a legacy.

iii. The 2019 accounts were ready to be sent to the auditors.

iv. The SMART meter appeared not to be working so monthly electricity payments had remained constant.

v. He proposed to move £6,000 from the No1 account (the operating account) to the No 2 account (the deposit account) and would complete drafting the reserves policy.

7. Planned events/bookings

i. 7.3.20 - An 'Artreach' performance by Kit Hawes and Aaron Catlow.

ii. 12.3.20 - Angela reported that the Jubilee Room and kitchen had been booked by a local firm of solicitors for a 'drop-in' advice clinic re Wills, Inheritance Tax, POA etc. Some furniture would need to be re-arranged and a waiting area set up in the lobby.

iii. 7.5.20 – booking for the Police and Crime Commissioner election.

iv. One 'no-show' booking has been invoiced.

iv. May Bank Holiday weekend - it was agreed that no event would be organised for the 75th VE Day Celebrations as other events were being organised locally.

v. Burns Night – all agreed that the evening had gone very well and Tamsyn would put photos on Facebook. It was agreed to hold a similar event on 23.1.21. The band had quoted £550 (with piper) or £450 (without piper) and it was agreed to book them without the piper.

vi. A theatrical group, Woolly Pig, had offered to contract direct with the VH rather than through 'Artsreach'. Whether to accept this suggestion would depend on their charge.

vii. It was agreed that the next Open Gardens event would be held in 2021.

viii. There was a wider discussion about the role and responsibilities of the Trustees. Stuart wished to draw up a calendar of regular events organised by the Committee and, with a view to involving the wider community, suggested forming a group of supporters who might be prepared to help organise such events eg 'The Friends of Briantspuddle Village Hall'. It was thought that help would be available but that individuals might be reluctant to formally commit themselves.

However, there was strong concern that the Trustees retained control over such events in order to reduce the financial risk should the event run at a loss. For example, 'Artsreach' events were organised and promoted by Artsreach but underwritten by the Trustees who had the right to cancel any event if they considered a loss might be incurred. If a member of the community wished to organise an event themselves they could make a booking but would then carry the financial risk. The Community Group is independent of the VHC and does not wish to take on extra events.

ix. Tamsyn had contacted the company providing support for the on-line calendar booking system about errors that had occurred in importing items from the previous system. She had been reassured that there would be no problem with future events.

8. Publicity

Tamsyn circulated draft website pages and said that she and Angela would be discussing the text. She will put the material on the website as 'live' and then ask for comments from other Committee members.

9. Maintenance

- i. It was agreed that responsibility for carrying out the decorating should not rest with Stuart. Allan will obtain quotes for decorating the Jubilee Room, kitchen, lobby and main hall.
- ii. Allan had asked 'Low Carbon Dorset' for advice and help in changing the hall lighting over to LED lights. However, it was not clear whether LCD felt able to help.

10. Correspondence

None received.

11. 100+ Club winner – January

The winning number was no 9.

12. Any Other Business

- i. Allan gave his apologies for the following meeting.
- ii. Jenny asked whether redundant equipment currently stored in the boiler room, eg saucepans, could be disposed of by selling on EBay if possible. This was agreed.
- iii. Stuart advised that the Co-Op at Crossways had selected the VH as their 'Charity of the Month' in March. He asked for VHC representatives to be present at the Co-Op on one of the Saturdays of either 14, 21 or 28 March. Stuart will co-ordinate this.
- iv. At Tamsyn's suggestion it was agreed that a leaflet about the history of the hall be placed in the hall brochure.

13. Next meeting

Wednesday 4 March 2020 at 7.30pm.

The meeting closed at 8.52pm.

Lesley Wilcox

Minutes Secretary

Village Hall Accounts Monthly Summary

	End January 2020	
	Forecast Income	Actual Income
Hall Hire	950.00	687.00
Events and Fund Raising	1500.00	1822.00
100 Club	0.00	0.00
Misc	0.00	0.00
Grants	0.00	0.00
Donations	50.00	0.00
Income for Month	2500.00	2509.00
Year to Date	2500.00	2509.00

	Forecast Expenses	Actual Expenses
Event Expenses	200.00	688.47
Telephone	17.00	17.19
Fuel Oil	0.00	0.00
Electricity	80.00	72.00
Water	0.00	0.00
Insurance	0.00	0.00
Ground Rent	0.00	0.00
Admin/License	0.00	20.00
Cleaner	170.00	140.00
Cleaning Materials	0.00	47.40
R & R	50.00	14.49
Capital/Equipment Purchase	0.00	0.00
100 Club	30.00	30.00
Expenses for Month	547.00	1029.55
Year to Date	547.00	1029.55

Bank Balance	No 1 Account	£17,990.00
	No 2 Account	£20,441.43