

HORSLEY VILLAGE HALL

Minutes of Village Hall Management Committee
held on Tuesday 8th October 2013 at 7.30pm, Horsley Village Hall

Present: **Mick** Ratford, Treasurer **Karen** Butt, Bookings Secretary
 Mags Ratford, Secretary **Jon** Stride (Chairperson)

1. Apologies for absence: **Jess** Robinson, Christina McDonagh, PC, **Simon** Allen.

2. Acceptance of Minutes/matters arising

The minutes of the last meeting committee meeting on 16.7.13 were accepted.

3. Treasurers Report

- Mick circulated accounts sheet giving account summary along with payments and receipts to date for period 1st Jan 2013 - 8th October 2013. For full information, these are attached.
- Income for period was £7,984 and total expenditure was £13,440, giving deficits of £5,456.
- Total funds at the start of the year were £12,060 and are now £6,604 (Note - £8,462 Big Lottery fund grant was in the special fund at start of year).
- **Village hall** Income £4,584 and expenditure £3,266 gives surplus of £1,318. Balance £3,109.
- **Pavilion** Income £2,662 and expenditure £2,206 gives surplus of £456. Balance £2,263.
- The main expenditure - **village hall** energy of £1,706, cleaner's wages £801 and insurance £455 and maintenance costs of £304 were related to fire, boiler & electrical safety checks.
- The **pavilion** still has £363 to come from football club for last season.
- Big Lottery fund grant was £8,462 at start of the year. An additional grant of £150 was received from Stroud D. C for deserving projects and now also a contribution of £588 from the playgroup towards the extra cost of the fence (£230 of which was raised at the project tea & cake celebration afternoon, £100 from Christmas disco and the rest from playgroup funds).
- The outstanding expenditures now are the plumbing work (now completed), blinds & disabled ramp. The balance left is £1,232 and rough estimate of funds needed is £900 plus the blinds (see item 7).

4. Football club costing and conditions being left.

- Mick reported that the club had a meeting this week to sort out the payment of arrears as he had been in contact asking for a schedule for paying arrears and this year's matches. Subsequent to the meeting Clive Bashford (club chairperson) has said they would pay £50 per month.
- Clive is talking about taking over the cleaning after matches to bring the cost down, perhaps using an industrial cleaning machine. Currently with the fee of £30, half (£15) is paid out for cleaning. Discussion took place as to whether the rent can be brought down to £15, as originally the rate of £30 had been agreed on basis that the club would keep it clean. It was thought that provided £15 covered at least the costs, but perhaps this should be something the parish council has some input/views?
- To establish the running cost, Mick has taken meter readings but not worked out yet, c/f **action Mick**.

5. Deed of Trust and land registration update

- No update available.

6. Health & safety progress

- **Car park sign** and shelf in cleaner's cupboard are done.
- **Noticeboard** Christina had emailed that the parish council were not able to make any contribution to the cost (estimated cost £200). The parish council have been the only request for an outside noticeboard and with there being plenty of inside noticeboard and display space at the shop, it was decided not to go ahead with an outside board for the time being.
- **Replacement sink** No progress?, c/f **action Jon**.
- **Potential asbestos outside:** Karen reported that when the firm doing the survey have been able to come, the hall has been in use. Still trying to find convenient date, **Karen to keep on the case**.

- **Ceiling/roof leak in disabled toilet & hole in eaves.** Mags had asked Dave Stephens to look at this, and reminded him recently, but as yet he hasn't even though paid job, **action Mags to check.**
- **PAT testing, fire alarm testing and boiler service** all done in summer holidays. The pavilion PAT test sheets have gone astray (sent in post and not received).

7. Big Lottery funded double doors and fencing project.

- Mags gave an update for the remainder of the work to be done - outside light being fitted on Friday and waiting still for disabled ramp (Jess had been chasing recently), **action Jess** to keep on case.
- Plumbing had needed purchase of new radiator as Clive only able to get one cheaper scratched one. Mags expressed disappointment at the route of the pipes not as planned - as intention was routing above ceiling but Clive explained too dangerous (although this had not been said when asked before).
- A thank you to the playgroup for the contribution towards the fence shortfall needed, **action Jon.**
- Hilary's blinds and EJ Blinds had done quotes for blinds for new doors and small window and another quote for replacing all blinds (if considering colour change). Grant received for this was £500.
- Hilarys - just new doors & small window £594, all blinds £884 (blue or fawn/neutral colour).
- EJ Blinds - " £402, all blinds £749 (wipeable fabric blue or putty colour).
- There was some discussion over what to do, Mags had put similar coloured fabric at the windows and the fawn colour was preferred. It was felt it was an opportune time to change the look, although the funds are really quite low, it was agreed that Mags & Karen should come to the final decision.
- Subsequent to the meeting Mags had contacted EJ Blinds to confirm price if kitchen blind was left blue, to bring down cost - reducing to £659 (inc VAT). Felt this is not so far off the grant, considering previous discussion that £150 SDC grant was additional money that could go towards this part of the project. Karen is obtaining sample of putty colour fabric to make final decision.
- **Timescale for finishing project** - within 12 months of money received, approx 28.11.12. Aiming to achieve, Mags has final report this to complete to send back when finished, **action Mags.**

8. **Floor re-oil** - Simon booked 15, 16, 17th November for floor re-oil. Cost £52 last time, some left.

9. A.O.B

- Karen has received a request from Will (French dancing) about wooden clog workshop. It was felt that wooden clogs should not be allowed due to the very thin wooden surface left. Also discussed - payment for their last event had not been received, & his request to pay electronically. OK with the proviso that this and the next event's fee had to be in our account and cleared before their next event takes place, also decided to bank the deposit cheque to maintain a deposit, as last time rubbish & empty bottles were not taken away and next user felt hall was quite grubby.
- The pavilion cleaner has given up (only worked 1 month). Ask Celia if she would consider the foyer cleaning on regular basis, **action Mags.** Changing room cleaning being considered by the football club - decided to wait & see, as seeking and arranging cleaning is getting time consuming and tedious.
- Karen expressed concern over the large tree in the car park after two trees down locally recently. Are we responsible? Look at the insurance, **action Mick.** Also try and find out is it highways tree on verge or is it on village hall land? May have to take reasonable steps ?arrange a tree inspection?
- Mags reported that she had spoken with the neighbours in The Priory who agree their trees need some pruning and will hopefully do so soon.
- Karen reported a glitch with the website (on a recent booking up to 2015 (Will), all dates are listed but are coming through as one date). Also repeat bookings are disappearing, **action Jon.**
- Previous cleaner Cath Walker still has pavilion key, despite writing to her to return it. Jon offered to try and track it down, **action Jon.**
- Mags raised difficulty in getting volunteers to do jobs at the hall; agreed work may need to be paid for. Need to bear this in mind when rates are reviewed in January, full discussion on this in Jan. Karen to email round existing rates, **action Karen.**

10. **Date of the next meeting:** Tuesday 14th January 2014, 7.30 pm at Horsley Village Hall.