

# ENFORD RECREATION GROUND AND VILLAGE HALL TRUST

## MINUTES OF COMMITTEE MEETING TUESDAY 20 NOVEMBER AT 7.30 pm

Present: Judy D'Arcy Irvine, Hamish Scott-Dalgleish, Hannah Tucker, and David Spencer.

Apologies : Jane Young, Jackie Elkins and Anthony D'Arcy Irvine

### 1. TREASURER'S REPORT

The first quarter for FY 2023/2024 showed a small surplus at 18 November 2023 largely as a result of relatively low expenses but there was an element of concern about future income. No weddings had been booked for 2024 which are usually a good source of income. Deposits and current accounts were healthy but there was concern about the excess held in the current account not being on deposit to earn income. Shawbrook Bank no longer accepts cheques so it will be necessary to arrange with HSBC to transfer the money. It was agreed the hall needs to have online banking set up to help facilitate transactions.

Using a 'Sum Up' credit card machine, or equivalent, was discussed to improve ease of users paying for tickets to attend events and purchasing drinks etc at the bar. Once broadband is installed this should be possible.

Judy had prepared a budget for the year 23/24 which showed a potential £2,000 deficit but reported that this was similar to the previous year which eventually showed a small surplus.

### 2. APPROVAL OF MINUTES

Minutes of the combined Annual General Meeting and Committee Meeting Tuesday 26 September 2023 were approved and seconded

### 3. MATTERS ARISING / FUTURE PROJECTS

i) Cultural Church Groups. In view of the damage experienced in the past with these groups it is difficult to know if to accept their bookings. Apparently other halls in the area had had similar problems. However one group does take care to conform to terms & conditions and Judy continues to accept their events. They are slow in paying but do settle after several chasings. It is a shame that the Hall has to turn down bookings but the cost, work and time involved in organizing repairs makes them potentially uneconomical.

ii) Broadband. The Committee agreed that we should install broadband and Hamish offered to arrange this with BT. This will enable remote controlled thermostats to be fitted. An added benefit would be for the Film Club to stream and download films from OTT providers as well as to screen Live productions from the Royal Opera House and National Theatre. Having Broadband will also help towards marketing the Hall for businesses and users who may want to hold 'Away Days' or meetings.

iii) Remote Control Thermostats. Once Broadband has been installed, Nathan Abbott would be asked for a quotation to install remote control thermostats which could be linked with a mobile telephone via Nest or similar. Nathan has already made a site visit to assess. Control of hot water was discussed as at present it appears to be heated throughout the day which has a cost impact, although one of the two tanks has been turned off. Judy thought it may be possible to obtain a grant for some of the thermostat costs but two or three quotations would be required.

iv) Travellers. Hamish raised the risk of Travellers moving on to the site but it was felt that there was little that could be done other than locking the grounds' entrance with a barrier. This would be difficult as the car park and the field are both open to all visitors and members of the community. The retractable metal, and static wooden, bollards should provide security as removal would be deemed criminal damage.

v) Fireworks. The Enford Community Fund's fireworks event was a success and enjoyed by everyone. There was some damage to the field which would hopefully be resolved in the spring but this needs reviewing in the Spring. Government bonfire and fireworks guidelines had been adhered to this year, with Health & Safety measures being well organized. As a result no issues or concerns had been raised or reported.

It has been agreed with the organisers that in future a charge would be made to help towards the Hall's running costs. As a good will gesture an effective discount had been applied in that the hours between setting up and the event itself had not been charged on this occasion, which would have normally have been the case. It is hoped that the ECF will in future recognize that the Village Hall is a major stakeholder in fundraising events held at the Hall and a new partnership would develop. Judy suggested inviting Chris Rose to the next committee meeting as he had also kindly offered to help with marketing the Hall.

vi) Hire Charges. Judy reported that treating all users on the same basis was proving successful. It had become very difficult trying to deal with the increasing number of requests for 'special treatment' and everyone now seemed to accept that the Hall needed to cover expenses.

vii) Fire Risk. The assessment conducted for the Hallmark Accreditation should meet the requirements of ACRE (Action with Communities in Rural England). Fire Exits are all signed, and the Hall has bi-annual checks on emergency lighting with an annual check on fire extinguishers. Hamish mentioned some of the requirements included hirers being made aware of their responsibilities. Judy would review T&Cs and the document, Access and Using the Hall which is sent to all hirers, to ensure compliance.

viii) Repairs and Maintenance.

- Alex Hale to be asked to carry out Sadolin works on exterior wooden doors and windows.  
Post meeting: His charge will be £20 per hour with the Hall providing all materials.
- A contractor is needed to repair the damaged tiling in the disabled persons toilet.
- Safety switches to be installed on roll down shutters – waiting for Nathan Abbott to do.
- Gutter repairs. Judy to find a contractor to carry out the work.
- Interior decoration. To be decided if fresh coat of emulsion needed this year.

#### 4. FUTURE EVENTS for 2024:

- D-Day 80<sup>th</sup> Anniversary 6 June – to be confirmed
- Annual Fete Saturday 22 June
- Remembrance Sunday 10 November. *The 2023 Lunch made a profit of £775 for the Army Benevolent Fund (ABF)*  
Post meeting: A letter received from the ABF, which Judy has put on the noticeboard in the entrance hall, thanking the Hall for raising over £6,100 for the Fund since 2014
- Fireworks Night Saturday 26 October – to be confirmed

#### 5. USER GROUP CONFIRMATION OF REPRESENTATIVES:

Newsletter - Jacqui Elkins  
Gardening Club – David Spencer  
Short Mat Bowls – David Spencer  
Film Club – Theresa Horsey  
Football Club – Steve Todd  
PCC - tbc  
Parish Council - tbc  
Enford Community Fund – tbc

- 6. ELECTION BOOKINGS OFFICER, GROUNDS OFFICER AND MAINTENANCE OFFICER:**  
Bookings Officer – Judy D’Arcy-Irvine  
Grounds Officer – Hamish Scott-Dalgleish  
Maintenance Officer – David Spencer
- 7. ELECTION KEY HOLDERS AND CHEQUE SIGNATORIES:**  
Key Holders: Judy D’Arcy-Irvine, David Spencer and Jane Young  
Cheque Signatories – Hannah Tucker, Judy D’Arcy-Irvine, David Spencer
- 8. ELECTION OF CHAIRMAN, DEPUTY CHAIRMAN, TREASURER AND SECRETARY:**  
Chairman – Judy D’Arcy-Irvine  
Deputy Chairman – vacant  
Treasurer – Hannah Tucker  
Secretary – vacant
- 9. TRUSTEE DECLARATION FORM:**  
Those present at the meeting signed the Charity Commission Annual Trustee Declaration Form and others will be asked to sign at the next meeting.
- 10. FUTURE MEETINGS:**  
Tuesday 20 February  
Tuesday 28 May (change from 21 May to avoid clash with Film Club tbc)  
Tuesday 24 September – AGM  
Tuesday 19 November (move to 18 November to avoid clash with Film Club tbc)