

## **MINUTES OF THE ENFORD VILLAGE HALL COMMITTEE MEETING HELD ON MONDAY 1<sup>ST</sup> MARCH 2010**

**Present:** Judy D'Arcy Irvine, David Spencer, Hamish Scott-Dalgleish, Ollie Stagg, Jacqui Elkins, Mary Campbell, Richard Pettit, Katrina Knight, Bruce Carter, Martin Webb, Margaret Webb, Mort Burdick, Mary Burdick, Lynne Derry

**Apologies:** Jeni Scott-Dalgleish, Glenda Clark, Jane Young, Ann Merrett, Gill Gould, Gareth Holden, Tiggy Martin

### **1. APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 14<sup>TH</sup> SEPTEMBER 2009**

The Minutes for the AGM would be due to be approved and signed at the AGM to be held in September 2010. However it is usual for them to be confirmed as being accurate at a previous Committee Meeting ready for approval and signing at the next AGM. It was agreed to carry this item forward to the next meeting, and copies of the AGM Minutes re-circulated beforehand.

### **2. TREASURER'S REPORT**

Unfortunately the Treasurer could not attend the meeting due to illness and therefore no report was available. However, the Chairman confirmed that a financial forecast for the year 2010-2011 had been drawn up and after six months of operation, the village hall was breaking even. The forecast was conservatively drawn up predicting an income of c£8,254 and expenditure £8,303 including service contracts for maintenance of security systems, roll down shutters, and the septic tank. Overall it is very encouraging that many groups, clubs and members of the community are using the hall on a regular basis.

The Chairman also reported that the Parish Council had confirmed a generous donation £900 for the next financial year towards the running costs of the recreation ground and village hall. A letter of thanks had been sent to Mr Monk, Chairman of the Parish Council, on behalf of the Committee.

Simon Campbell is kindly auditing the project for the Football Foundation and Lottery. The audit is due to be completed soon.

### **3. CHAIRMAN'S REPORT**

**Building Issues.** JDI reported that following on from the last meeting lighting had been upgraded in the changing rooms, the kitchen and the main hall, although a few electrical items were still outstanding.

**Final Grant Payments.** Due to be paid on receipt of the audit report.

#### 4. OUTSTANDING MATTERS

i) Car park lighting. Some of the light bollards were very vulnerable to damage and are constantly having to be repaired after being knocked by cars. Various options were discussed, and Gareth Holden is looking into replacing bollards with ground level surface lights in the vulnerable positions. Metal pole barriers and Sarsen stones to protect the lights were other suggestions put forward. Currently there are 8 lights around the car park, and the underground cabling has the facility to add 5 more lights with connections already in place.

ii) Outside lighting. It was agreed that there was a need to improve lighting levels on the corner of the building overlooking the main access and disabled ramp. David Spencer has a quotation from an electrician to do the work £20 per hour plus the cost of the fittings. It was agreed to go ahead and choice of fitting needs to be finalised.

iii) Sliding Doors. After discussion, it was agreed sliding doors were not needed and would be obtrusive. The open plan design is working very well and it is very unlikely the two rooms would be hired separately. Two quotations had been obtained from Monowa and Becker with a cost of c£5,000-£7,000. A decision was taken not to install.

iv) Curtains for Main Hall and Conference Room. It was agreed the rooms had attractive, clean lines and that curtains may not be needed at present. The internal green blinds look attractive and it was considered these were probably all that was required. There would also be a problem installing curtain rails across the removable boxing for the roll down steel shutters. Lyn Riche had kindly organised the installation of the internal blinds, and had received a quotation for curtains at c£2,600. However, it was suggested and agreed that some pictures and / or photographs could be put up

v) Kitchen wall cupboards were due to be delivered on 3<sup>rd</sup> March and Bruce Carter had kindly offered to put them up, as well as building storage shelves and a new cupboard for the Youth Club in the referee's room. (Post Meeting: Delivered and now installed)

The Tidworth Area Board had awarded a grant to the Youth Club to fund the cupboards and shelving, together with four moulded plastic topped catering tables for use in the kitchen and by the Youth Club.

vi) Marketing the Hall. There was extensive discussion on the pros and cons of a dedicated website. It was agreed that an on-line booking facility, other than information showing dates already booked, would be difficult to administer and monitor. Hamish Scott-Dalglish said that keeping the website as simple as possible would be preferable. The Enford Newsletter already has a section for the village hall with links to user groups and the bookings officer. It was suggested that Steve Becker should be asked for advice. A dedicated website to help people when searching for a village hall in the area might be a good idea with photographs and general information. Website to be discussed at the next meeting and members offered to do some research in the meantime.

vii) Pamphlet. Martin Webb and Jeni Scott-Dalgleish are working on a pamphlet to help market the hall. It was suggested, and agreed, that a box would be put up in the Entrance Hall to hold pamphlets for visitors to take if they were interested in hiring the hall.

A request was made for details of how to book the hall to be more clearly displayed and easy to see (Post Meeting: Done)

viii) Revision of Hire Charges / Terms & Conditions. The documents showing the hire charges had been simplified and a change made that cancellations made less than 2 weeks before an event could be liable to the full charge. The hire charges would be capped at the current rate for a further year. Following extensive research by Jeni Scott-Dalgleish the charges are in line with other halls and the projected income forecast supports the fact that the charges are currently covering expenditure and maintenance.

ix) Trophies. The Youth Club would like a cabinet to display their two trophies and certificates. To be discussed at the next meeting. The cabinet could also display Football or sports trophies.

x) Protection for car parking area on recreation field. Richard Pettit reported that he had a quotation for c£500-£600 for an area 8m x 4m (32 sq m) to lay the protective grid for the grass to grow through which would help protect the ground from vehicle damage. Volunteers would be required to help lay it. The cost is approx £16 per sq m. A larger area may be required and measurements will be checked. Mary Campbell said that the Enford Community Fund would contribute towards this. Some protection may also be needed in the area in front of the hall and/or the area where the footballers access the changing rooms

## 5. USER GROUPS

i) **The Great Bustard Group.** Visits to the site on Salisbury Plain are very popular and visitors like the hall and facilities. Lynne Derry asked if they could display material at the Area Board Meeting on Monday 15<sup>th</sup> March and this was agreed

ii) **Youth Club.** Going well with 56 members on the books – not all of whom come each week. Members are mainly the younger age group and some older children need to be encouraged to join as members in order for the Club to qualify for some further grants.

Katrina Knight asked if they could cultivate some gardening plots with the children to grow vegetables and flowers. It was suggested that they come to the next Gardening Club meeting on 18<sup>th</sup> March and ask for help and advice from members there. A suitable area for the plots would need to be identified.

Bruce Carter asked if the Youth Club could hang their bird and insect boxes on trees around the hall and this was considered a very good idea.

iii) **Gardening Club.** David Spencer reported it was going well and the talk on Roses had been very well attended. Judy D'Arcy-Irvine said she would forward to the Gardening Club the landscaping plan which required trees and shrubs to be planted to meeting Planning Permission requirements. The species shown on the plan need to be checked to take into account the soil conditions. If they need to be changed, the Committee would need to get permission from the Planners, but this should not be a problem.

iv) **Camera Club.** Going well and well attended. The Tidworth Area Board had given a grant for a projector which was proving a great success. Martin Webb will be putting together a display for the Area Board Meeting on 15<sup>th</sup> March.

v) **Short Mat Bowls.** David Spencer said they had about 13 regular members. They would not be using the hall during the summer as they would be playing outdoors in Amesbury. They would finish indoors at the end of April, starting again at the beginning of October.

vi) **Football.** Ollie Stagg said the Season was going well and everyone was very pleased with the new facilities. He was concerned about the rabbits and asked whether stock proof fencing could be installed around the ground to keep them out. Hamish Scott-Dalgleish reported that the mole catcher had caught three moles and he would be rolling the pitch on a regular basis. It was agreed fencing would be expensive and other options could be researched.

vii) **Chisenbury & Enford Fete.** Mary Campbell said plans were well under way and the date for the next Fete is **Saturday 26<sup>th</sup> June.** The Committee offered to help in any way.

## **6. WILTSHIRE VILLAGE HALLS ASSOCIATION (WVHA) AGM ON SATURDAY 22<sup>ND</sup> MAY**

Judy D'Arcy-Irvine reported that the WVHA AGM this year would be held in the hall and asked if the Committee could please help to provide teas and coffees as well as a simple buffet lunch for Members. The WVHA held their AGM in a different hall each year; they paid for the use and refunded the cost of catering. The village had benefited from a grant of £21,000 towards the cost of the new hall from the WVHA Grants Panel.

7. The Chairman thanked everyone for attending and for contributing so much and helping with the new hall.

## **8. DATE OF NEXT MEETING**

Tuesday 4<sup>th</sup> May at 7.30 p.m. in the Village Hall