

**MINUTES OF THE ENFORD VILLAGE HALL COMMITTEE MEETING HELD ON
MONDAY 7th JUNE 2010**

Present: Judy D'Arcy Irvine, Glenda Clark, David Spencer, Hamish Scott-Dalgleish, Ollie Stagg, Jane Young, Adrian Orr, Mary Campbell, Gareth Holden, David Harbottle, Lowenna Harbottle

Apologies: Martin Webb, Margaret Webb, Bruce Carter, Jacqui Elkins, Lynne Derry

1. APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 14TH SEPTEMBER 2009

To be carried forward to the next AGM Meeting in September 2010

2. APPROVAL OF THE MINUTES OF THE MEETING OF 1ST MARCH
The Minutes were proposed by David Spencer and seconded by Ollie Stagg as a true and accurate record.

3. MATTERS ARISING

The Chairman reported that the AGM of the Wiltshire Village Halls Association (WVHA) had been held in the hall on 22nd May. Jeni Scott-Dalgleish, Margaret Webb and Susie Winter had very kindly organised the lunch and refreshments for the day, and thanks were expressed for their hard work. The WVHA had awarded the first grant towards the cost of the new hall and members of the Association had appreciated the opportunity to visit the new hall they had helped fund.

4. TREASURER'S REPORT

The Treasurer reported that the village hall accounts were on an "even keel" and that income and expenditure meant that the hall was breaking even with a small surplus. However, it was advisable that income should be increased in order to cover any unexpected or additional expenditure in the future.

5. CHAIRMAN'S REPORT

The Chairman regretted that Jeni Scott-Dalgleish had resigned as Secretary but expressed her thanks for Jeni's valuable contribution over so many years.

All grants had now been received with the last Football Foundation one paid in mid April.

As reported at the last meeting certain items were still outstanding from the contract electrical work which was due to have been completed by December 2009 but had not been carried out. As a result of this, and other outstanding contract issues, £4,600 had been withheld from Gaigers until agreement could be reached on the work required. It had also been decided to commission an independent full electrical survey which had identified problems and listed work required to ensure the installation met Regulations and the Contract. The building contractor had accepted the report and work would now be carried out to meet the recommendations and regulatory standards.

As a result of the cracks which had occurred in the building under windows and on several walls a survey and report had also been requested from Celcon, the manufacturer of the blocks used in the building,.

Celcon confirmed that the cracks through the blocks did not appear to be structural but that errors made by the building contractor during construction had caused, and contributed to, the problems. The building contractor has accepted the report and the necessary remedial work will be carried out. The Chairman confirmed that an extended guarantee to cover any further remedial costs would be requested from the contractor as Celcon had said the problem could re-occur over the next two or three years which might necessitate further remedial work and decoration.

Other contract issues included outstanding work in relation to the heating and hot water systems and remedial work required for the sunpipes. A survey and report from Velux had been obtained and this confirmed the sunpipes had not been installed according to manufacturer's specification and instructions.

As a result of the building contractor having agreed to carry out works relating to contract as well as snagging issues the sum of £4,600 had been paid, leaving a retention of £13,750 in hand.

An extended guarantee would be clarified to cover the installation of the main entrance door and the French doors which, due to the design and lightweight construction, caused concern.

The contractor would be asked to confirm that remedial work should be covered for a further agreed period of time.

In answer to questions the Chairman clarified that at the instigation of grant providers an independent Management Audit of the project was carried out which confirmed that errors and failures on the part of the professional advisers and building contractor had led to problems and increased costs.

Payment of any retention monies would be made subject to the building contractor carrying out all remedial work to a satisfactory standard under the supervision of an independent Chartered Surveyor and subject to clarification and agreements over extended guarantees where applicable.

6. REPORT FROM MAINTENANCE OFFICER

David Spencer reported that there were no problems other than those due to be rectified under the snagging and contract process.

7. REPORT FROM GROUNDS OFFICER

Hamish Scott-Dalglish said that the new seeded area was difficult to mow but it was hoped that when established this should improve.

The Chairman thanked both David Spencer and Hamish Scott-Dalglish for their work and help with the hall and grounds.

8. OUTSTANDING MATTERS

- i) Car park lighting. No progress had been made to protect the bollards with metal poles or other measures. Gareth Holden said he had a sample of a ground level light which he would bring up to see if they would provide enough light. There are additional connections built into the underground circuit for a further five lights.
- ii) Grass protection for parking areas. Gareth Holden confirmed that the grid protection had been purchased and it was hoped to lay it on Thursday 10th June.
- iii) Outside lighting. It was agreed additional lighting on the corner of the building was required. Research to be carried out into suitable fittings to provide the necessary lighting.
- iv) Electrical sockets in the Football Store. It was agreed it would be a good idea for outside functions to have access to sockets rather than trailing leads into the main building. It was suggested that Richard Pettitt be asked if he could please help with this.
- v) Marketing the hall. Martin Webb had been designing a flyer with the help of Jeni Scott-Dalgleish, but as he was not able to come to the meeting it was agreed to carry this item forward to the next meeting.
- vi) Display Cabinet for Trophies for the Youth Club and Football Club. It was agreed to carry this item forward to the next meeting.

9. USER GROUPS

- i) **Youth Club.** Although Bruce Carter and Katrina Knight had not been able to come, Jane Young and Ollie Stagg reported that the Club was doing well. Membership stood at around 55-60 and other children were attending as there were now more outside activities than during the winter months.
- ii) **Football Club.** Ollie Stagg said he was concerned about the rabbits and again asked whether stock proof fencing could be installed around the ground to keep them out. After discussion it was agreed that more research should be carried out as the holes could be dangerous and it was becoming a priority to find a way to contain the problem.

He also reported that the floor coving in one of the Changing Rooms was coming away from the wall – it was confirmed this would be added to the snagging list

- iii) **Short Mat Bowls.** David Spencer said they had finished indoor bowls for the summer months, but would be starting up again in October. The Club was doing very well.
- iv) **Gardening Club.** The Club was doing well and it was hoped to have a Speaker for the next meeting on 17th June. Trees and Shrubs for the landscaping plan requested by the Planners were being researched.

v) **Camera Club.** The Club was going well with 12 members Jane Young reported that trips to other sites were being planned, and that there was a dedicated page on the Enford Newsletter website with photographs also displayed in the hall.

vi) **The Great Bustard Group.** Lynne Derry was unable to attend, but the project was proving very popular. The hall was providing parking and loo facilities for the visitors which helped generate income for the hall.

10. CHISENBURY & ENFORD FETE – Saturday 26th June

Mary Campbell reported plans were well in hand. She had requests for around 40 stalls, and there would be attractions such as the Climbing Wall, Dog Show, Punch & Judy Show, Tug of War and various other entertainments.

Teas and cakes would be served in the main hall – Judy D’Arcy-Irvine said the committee would set up the chairs and tables with cloths on the morning of the Fete. Car parking arrangements would be similar to last year.

11. ANY OTHER BUSINESS

There being no further business the Chairman thanked everyone for coming and reiterated that if the Fete Committee needed any further help, to please contact her.

12. DATE OF NEXT MEETING

ANNUAL GENERAL MEETING AND VILLAGE HALL MEETING
Monday 13th September at 7.30 p.m. in the Village Hall