

**MINUTES OF THE ENFORD VILLAGE HALL COMMITTEE MEETING HELD ON
MONDAY 29th NOVEMBER 2010**

Present: Judy D'Arcy Irvine, Glenda Clark, David Spencer, Hamish Scott-Dalgleish, Ollie Stagg, David Harbottle, Lowenna Harbottle, Jane Young, Adrian Orr, Gareth Holden, Richard Petitt, Bruce Carter, Martin Webb, Margaret Webb, and 21 members of the public

Apologies: Frank Horsford, Hilary Horsford, Jackie Elkins, Tiggy Martin, Nicci Caswell, Helen Gould Cooper, Lynne Derry

The Chairman, Judy D'Arcy-Irvine, opened the meeting with a welcome to all present. Additional questions from the floor during the meeting are recorded at the end of the Minutes.

**1. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
13TH SEPTEMBER 2010**

Margaret Webb asked for Minutes of Meetings to be sent out earlier and asked why village organisations such as the Parish Council, Parochial Church Council and Parish Hall were asked to give reports. It was explained that they had always had representatives for village hall meetings and the information helped keep everyone up to date

It was agreed the Minutes to be carried forward for approval at the next AGM in September 2011

2. APPROVAL OF THE MINUTES OF MEETING 7th JUNE 2010

Proposed by David Spencer and seconded by Ollie Stagg
The Minutes were agreed, and signed.

3. MATTERS ARISING

- Car park lighting, outside lighting and outside power sockets discussed. Quotations to be obtained.
- Grass protection had been laid over a small area to rectify the damage done at the 2009 fireworks event. A copy of the invoice for £721.16 paid by the Fete Committee was requested.
- Marketing. Martin Webb and Judy D'Arcy-Irvine were finalising the flyer to market the village hall. A quotation had been obtained from Staples for printing. A copy would be posted on the Newsletter website and would also be available via e-mail.

4. TREASURER'S REPORT

The Treasurer reported on the accounts for the period up to the end of October 2010. The balance in the current account was £4,455.27 and the in the reserve account £32,574.91: total £37,030.18. Debtors amounted to £1,665.48. Cheques not yet cleared £842.68, with a credit not yet cleared £251.00. The balance in the reserve account includes the retention of £13,750 for Gaigers subject to final negotiations. It is recommended that the Trust should hold a contingency for maintenance, repairs and renewals of around 4%-5% of the £550,000 ex vat capital cost build, and this should be ring fenced accordingly.

The Treasurer advised that income raised should not only cover day to day expenditure during the year but should also provide a small surplus for ongoing maintenance to ensure the contingency fund kept pace with inflation.

5. CHAIRMAN'S REPORT

Gaigers had recently completed most of the outstanding contract and snagging work, with additional guarantees for the roof, French doors, sun pipes and internal block work agreed. The retention would be paid when the accounts were finalised shortly with Gaigers. It was confirmed that the Lottery hold a charge on the building and land for a period of ten years, and this is documented with the Land Registry. There is an ongoing commitment with both the Lottery and the Football Foundation to meet the project development plans.

An outline forecast of income and expenditure for the financial year 2010-2011 predicted an income of around £9,190 with expenditure around £10,053. The forecast is based on bookings already received and on expenditure from the previous year plus additional maintenance costs previously covered by guarantees under the building contract.

The heating was running well after timings had been correctly adjusted. There were now two cleaners sharing the work. The total number of hours would remain the same i.e. two hours per week with an extra hour for the changing rooms when the football teams played home matches.

Storage was at a premium and it would help if clubs could leave space for other users. There was concern about rubbish and instances of 'fly tipping'. The hall is currently charged £99 per annum for one bin and any additional bins would increase costs. The Terms & Conditions asked hirers and users to take away their surplus rubbish and bottles.

Margaret Webb asked for a key to the secure outside area to be available to hirers. It was confirmed that the key is available if required, but the area was locked as the Klargester sewage plant equipment needed to be kept secure

6. REPORT FROM MAINTENANCE OFFICER

David Spencer reported that there were no problems other than there had been broken bottles left around the recreation ground and on the football pitch.

7. REPORT FROM GROUNDS OFFICER

Hamish Scott Dalgleish said he had nothing to report on the grounds other than a few moles.

8. PEST CONTROL

Judy D'Arcy-Irvine said she had contacted DEFRA, Wiltshire Council and the Football Foundation for advice regarding problems with rabbits. Ferreting was suggested by all of them as a good option. Shooting was not recommended as the recreation ground is community land and could lead to complaints. Rabbit proof fencing is very expensive and would not be effective as there are boundaries and areas which cannot be secured. Wiltshire Council had confirmed they might be able to help with ferreting. Ollie Stagg asked for their contact details and also for the ferret man in Netheravon who came to the Fete.

9. LANDSCAPING

Lowenna Harbottle and David Spencer said the Gardening Club had work in hand for planting trees and shrubs to meet Planning Permission requirements. An initial budget of £250 was agreed.

10. COMMUNITY GROUPS

- i) **Parish Council.** Nothing to report.
- ii) **Parochial Church Council.** Concert in aid of the Organ Fund being held in the Church on 5th February with the Choir from Wells Cathedral School.
- iii) **Parish Hall.** Richard Petitt said measures had been taken to ensure the hall met H&S and Fire Regulations. Money had been raised from various events to help with running costs. They were looking into the cost of refurbishing the building. A Wine Tasting Event was being planned.
- iv) **Football Club.** Ollie Stagg reported the Club was struggling with numbers of players down. The annual report to the Football Foundation had been submitted. He asked for volunteers to help with setting up football for children and young people.
- v) **Red Lion Football Club.** They were now using the facilities for home matches on a Sunday.
- vi) **Youth Club.** Bruce Carter said numbers had fallen for the winter months but otherwise going well. They had a Christmas Party planned and would be organising Carol Singing around the village. More volunteers would be welcome, and the Youth Club would cover the cost of any CRB checks required.
- vii) **Camera Club.** Martin Webb said there were 30-40 members. 8-10 come to meetings regularly. The 2011 Calendar produced by the Club was available at a cost of £8.50.
- viii) **Gardening Club.** Lowenna Harbottle said they appreciated the discounted rate they received for the hire of the hall and for the help given for publicising their events. Speakers were expensive but the club was doing well. Their AGM would be on 7th December.
- ix) **Short Mat Bowls.** David Spencer said this was going well with several new members and they now had around 20.
- x) **Moviola.** Going well with an average of 50 people attending film nights, and 6 to 8 films a year planned.
- xi) **Fireworks/Fete** Gareth Holden said he had nothing to report. The Chairman mentioned that later in the evening of the fireworks event it had been reported that young people had been seen throwing cans into the bonfire which were exploding. It was agreed that in future bonfires would be safely doused before the organisers left the site.

11. ENFORD COMMUNITY

Hamish Scott Dalglish asked about funds raised by Enford Community Fund through the Fetes and the Fireworks events. He had understood that, from any profits raised, one third would go to the village hall, one third to the community and one third to other causes. Gareth Holden said this was not the case. However they had given money to the Red Lion and Enford Football Clubs and to the Youth Club.

The Chairman said that £700 had been given to the village hall from the 2008 Fireworks and £300 from the 2009 Opening Day Fete, making a total donation of £1,000 for the 2008-2009 financial year. No donation had been received from the 2009 Fireworks or 2010 Fete. In line with Hamish Scott-Dalglish's

understanding, she said that she had also understood that monies raised would help benefit the village hall as it was providing the facilities and infrastructure for the events. She had been trying since July to arrange a meeting to clarify the situation with the Fete Committee and, as they requested, had sent them Village Hall income and expenditure details for their September meeting. Invoices for hiring the hall for these events had since been requested by the Fete Committee. The Village Hall Committee was asked to submit requests for donations in line with other applicants.

Hamish Scott Dagleish said the situation, agreements and terms needed to be clarified. He had provided his field for parking having understood the events were primarily benefiting the village hall.

David Harbottle said that, although some expenditure had been listed in the Newsletter, no income had been shown nor were there audited accounts available. It was agreed there should be a meeting with both the Village Hall and Fete Committees to discuss. Date to be arranged.

12. ANNUAL REVIEW OF HALL CHARGES

Judy D'Arcy-Irvine said that the charges and terms & conditions were due to be reviewed for the next financial year. It was agreed to carry this item forward to the next meeting.

13. ELECTION OF OFFICERS

In view of the potential conflicts of interest with some members it was agreed to carry this item forward to the next meeting.

14. ANY OTHER BUSINESS

There being no further business the Chairman thanked everyone for coming.

12. DATE OF NEXT MEETING

Monday 17th January or Monday 24th January 2011 at 7.30 p.m

Additional questions from the floor:

a) Amanda Farrow questioned why it had been reported at the AGM that no donation had been received for the 2009-2010 financial year as the Fete Committee had paid for laying grass protection at a cost of £721.16. The Chairman said that a donation had also been promised which had been factored into the village hall 2009-2010 financial forecast. The grid had been laid because the area had been damaged by vehicles at the 2009 fireworks evening and help protect the area for future similar events.

b) Steve Brown asked about risks in relation to running the film night evenings. It was explained that Moviola charge £200 for the evening. In order to cover this cost 40 tickets needed to be sold. More than this number contributed to a profit with a further small profit on the bar. If the situation arose with not enough tickets booked in advance to cover the charge the film night could be cancelled with no penalty provided a week's notice was given to Moviola.

c) In answer to questions, it had previously been decided not to have several rubbish and recycling bins as they would need a larger storage area or would take up car parking spaces. There would also be an increased risk of fly tipping and pest problems.