

Minutes of the Enford Village Hall Committee Meeting Held on Monday 28th February 2011

Present: Judy D'Arcy-Irvine, Glenda Clark, David Spencer, Hamish Scott-Dalgleish, Adrian Orr, David Harbottle, Jacqui Elkins, Martin Webb, Bruce Carter, Lesley Brown.
2 members of the public attended.

The Chairman, Judy D'Arcy-Irvine, opened the meeting and welcomed all present.

1. Apologies:

Ollie Stagg, Richard Petitt, Rob Coulthard, Jane Young.

2. Approval of Minutes EVH Meeting 24th January 2011

Proposed by Adrian Orr and seconded by David Spencer. The minutes were agreed and signed.
Thanks were given to the Secretary.

3. Matters Arising.

3.1 Hallmark Quality Standard Scheme. Judy D'Arcy-Irvine had e-mailed guidelines outlining requirements for the Scheme to committee members prior to the meeting. Questions raised by the committee: What would be the cost of setting it up? What policies still needed to be put in place? What is the end gain? The Chairman said the cost would be £15 per assessment visit. She explained that, if it was agreed in principle to move forward, there were still a number of criteria to be met in order to qualify even for Hallmark 1. There were three levels of achievement and the scheme would help all committee members understand what was involved with running the hall in line with current legislation. Hallmark accreditation was not yet mandatory for grant applications but may be in the future. Another benefit would be the possibility of lower insurance premiums. The committee agreed it would be a good idea in principle to proceed with Level 1. Judy D'Arcy-Irvine will collate paperwork, contact Hallmark and arrange for the visit to the Hall. It was suggested 3 members of the committee also attended the visit.

3.2 Trustee Responsibilities & Indemnity Insurance. Trustee Indemnity insurance cover with Allied Westminster had been taken out for £250,000 at a cost of £37.10. The cover does not cover any deliberate or criminal acts. The intention is to try and provide cover for any genuine errors or omissions made in the running of the hall which somehow lead to a third party suffering a financial loss and trying to claim against the management committee. The Chairman had now received several signed Trustee Declaration forms from committee members with some still outstanding. Trustees would be required to sign each year to confirm they understood and accepted responsibilities.

3.3 Marketing. A draft version of the leaflet produced to market the Hall was handed out for the committee to approve. It was noticed that the address was not included. An amendment will be made and the finalised leaflet e-mailed to the committee. Once approved, 500 fliers will go to print at a cost of approx £150.00 and will be circulated with the April Newsletter.

3.4 Enford Community Fund. The Chairman read out an email she had received from the Enford Community Fund Committee. This detailed their proposal for terms and conditions regarding the ECFC use of the hall and grounds for the village fete, fireworks, children's Christmas party and any other event they organised. Amongst other proposals they requested hire charges should be waived in return for an annual donation of one third of any profit made from the events.

The Chairman will forward a copy of the e-mail to the committee for them to read and also discuss at the next meeting. Many questions and comments were raised by the committee: Should a usage limit be set? Will a donation still be made in the event of a function being cancelled? Should short notice cancellation fees be charged? The Chairman said the ECF had made a donation of £600 to cover the fireworks event in 2009 and the summer fete in 2010. It was mentioned that the summer fete is well attended creating a good income and community spirit which should be encouraged. It was suggested a committee member should attend the ECFC meetings on behalf of the village hall and vice versa. To be discussed at the next meeting Concerns were raised by several committee members regarding the ECFC accounts. Charity Commission rules apply to any organisation raising funds from the public. Organisations should abide by charity law which requires full details of income and expenditure to be made available to the public. Independently audited accounts should be transparent about expenditure and monies raised with accounts published annually..

4. Treasurers Report.

The Treasurer, Glenda Clark, reported on the accounts as at 28th February 2011. Copies of the Income and Expenditure breakdown and Bank Reconciliation were given to the committee. This has been a favourable month with a good income and low expenditure. The actual worth of the account is £7,470.19 with £20,000.00 on deposit in a high interest account. Providing the £20,000.00 remains untouched for 12 months, £200.00 of interest is forecast. When surplus income allows a further £5,000 should be ring fenced with the £20,000 for maintenance and servicing. Bruce Carter asked if private donations could be made via the Gift Aid scheme. The Chairman has a form available and will add it to the website. Approximately 50 Village Hall commemorative mugs remain unsold and have been taken onto the property book. They are used regularly for the Hall and the Church.

5. Chairman's Report.

The Chairman, Judy D'Arcy-Irvine, reported all is going well. She has been discussing with Steve Becker the possibility of having an online Village Hall booking diary through a Google account. It would be password protected so permission to make changes would be given to selected people only. When considering hiring the hall, individuals could access the diary showing availability. Bookings will continue to be made via the booking secretary. This was well received by the committee so Judy will contact Steve to organise the diary. Password permission will be discussed once the diary is up and running. The website has been updated with copies of the annual accounts 2009-2010 and the Foundation document. Minutes of meetings have been uploaded regularly to the website since 2009. The Foundation document is being amended. The Chairman will put it in draft form and email it to the committee for comment before she submits it to the Charity Commission for approval. She is also working on a Charter document for the Village Hall Constitution which will contain policies and other information. The quotation from the solicitor to register the Title is approx £210 for a property up to £500,000 and £410 for over £500,000 with additional legal charges between £400 and £500 plus vat. It is not necessary to re-register the property as the solicitor holds the original deeds which suffice but registering the Title would help tidy up the legal side. It was decided to finalise the Foundation and Charter documents first and then raise the question again.

The cost for the emptying and service of the septic tanks was discussed. It may be cost effective to have an ad hoc contract as opposed to a fixed contract. Judy D'Arcy-Irvine is to ask if the tanks can be serviced by one company and emptied by another. Mr Kite was recommended for emptying by David Harbottle. Klargest offer an annual 3 tier service contract for the septic tank: Bronze £623.00; Silver £664.00; Gold £701.00 incl VAT.

RSL offer 2 options for a contract of an annual charge plus a charge per shutter. After negotiation RSL had agreed to a reduction in their original quotation making Option 1 with a full annual service and call outs £500.00 plus VAT and Option 2 with call out repairs only £250.00 plus VAT. David Spencer arranged for a freelance company from Salisbury to provide a quote. They came to look but did not want to offer a contract as the shutters are not standard or technically compliant. However, they would consider a call out basis of £70 plus parts and VAT. It was decided that a repair contract must be in place because, if the shutters fail, the Hall cannot be used which would mean cancelling bookings. It was therefore agreed to go for Option 1 with RSL with a full annual service. The contract price of £500 would apply for three years.

Gareth Holden had resigned as fete and fireworks rep and his replacement is to be confirmed. Margaret Webb has resigned due to family commitments and is unable to take on the post as Booking Secretary but she has offered, along with her husband Martin Webb, to take on the running of Moviola. The Chairman welcomed this with thanks. A handover will be arranged as soon as possible.

6. Maintenance Officer's Report.

The Maintenance Officer, David Spencer, had nothing to report.

7. Grounds Officer's Report.

The Grounds Officer, Hamish Scott-Dalgleish, had nothing to report though he did roll the field last month. Bruce Carter reported a conversation he had recently had with a football ref who considered cancelling a match due to the ground at one goal end being a mess. The goal keepers decided they were willing to play. It was thought teams should check and prep the field prior to a match.

8. Reports from Community and User Groups.

Martin Webb -Camera Club reported the club is still going well. Approx 60 calendars were sold. He asked if a wall could be painted with a white reflective paint that could also be of use for Moviola. It was thought this would not work for Moviola as the beam would obstruct the view. It would not look very nice when the hall is used for parties, weddings etc. He will research the cost of buying a screen fit for this purpose and consider asking the Community Fund Committee for a donation.

Adrian Orr -Parish Council reported their next meeting is on 2nd March. Hamish Scott-Dalgleish asked if a Parish Council Grant to the Hall from the Precept would be forthcoming. It was confirmed £900 for the year 2011-2012 had been agreed but would not necessarily be repeated at this level in future years. Martin Webb reported that the play park in Grants Road is to be painted by the young offenders on community service organised by the Salisbury Youth Offending Team. They are under 18's and will be fully supervised. If there is anything else in the village that they could do please let Martin Webb know as they are keen to help out.

Bruce Carter -Youth Club reported the Youth Club is doing well with an average of 30 members turning up each week. As requested, they had cleared an area in the store cupboard but have temporarily filled it up again with material to be used in a scrap competition.

David Spencer -Gardening Club reported their next meeting is on the 10th March at 7.15. They really could do with more members. He also reported the **Short Mat Bowls Club** is doing well.

Jacqui Elkins -Newsletter reported they are looking at ways to reduce costs. Maybe a solution would be to print the Newsletter in A5 to reduce paper although they have to consider the size of the font. The Chairman suggested the VHC should make a donation to the Newsletter as village hall information is regularly included. To be discussed at the next committee meeting.

Parish Hall- Richard Petitt had reported they were continuing with on-going maintenance and fund raising. Future events would be announced in the Newsletter.

Lynne Derry - The Bustard Group reported they are doing well in spite of some birds having left the site. Numbers of visitors had dropped off during the winter but they hope numbers will pick up again in the summer.

9. Pest Control

Hamish Scott-Dalgleish reported there are still a few moles and rabbits around but it is better than it has been in the past.

10. Landscaping and Tree Planting

There is a grant available for planting trees but it stipulates young people should be involved with the work. Bruce Carter suggested the Youth Club could get involved. David Spencer will look into applying for the grant and coordinate ordering and planting of the trees and shrubs.

11. Outside Lighting and Electrical Sockets

It was decided that 2 double sockets at £14.00 each would be suitable and that the safest place for them to be fitted is in the football store. It was agreed that a meter at £39.99 should be fitted to monitor usage. David Spencer has spoken to an electrician who charges £20 per hour. A bulkhead light for the outside ramp area is available at £16.00. It was agreed the electrician should be asked to carry out the work as soon as possible.

12. Annual Review of Hall charges

All hirers must sign the booking form to show they had read terms and conditions of hire. For most of the time it works well and people abide by the rules. Occasionally people have to be chased for payment and sometimes licensed hours have been exceeded. Judy D'Arcy-Irvine suggested the charges may need to be amended to include the use of marquees as they often have to be in situ for up to 4 days. This impedes the use of the hall by others, possibly losing revenue and the security cannot be guaranteed. At present, only the one day hire fee for the Hall is charged. The current Hall charges, along with the terms and condition of hire, are available through the Newsletter website and will also be emailed to the committee for information and discussion.

13. Fundraising Sub Committee

Fund raising activities for the Hall have always been good in the past particularly with events providing live music and supper. It was suggested that a fund raising committee be formed in order to raise funds specifically for the Hall with further discussion at the next meeting to set one up.

14. Any Other Business

14.1 Jacqui Elkins spoke on behalf of Jane Young, who was not present, to say Jane had provisionally booked the hall for the day after the Royal Wedding, possibly for a children's tea party to celebrate the wedding. She asked if they could use it free of charge as it would be for the community. This was agreed.

14.2 Adrian Orr had been approached by the Red Lion football team asking if they could use the hall for circuit training. They already use the field for football so there was some confusion as to what they actually require. Judy D'Arcy-Irvine has not been asked the question direct and the committee requires further information before a decision can be made.

15. Appointment of Deputy Chairman and Bookings Secretary

No one has been nominated yet so the positions will be advertised in the April Newsletter. In the meantime, Judy will continue as normal. The Chairman's post is a busy one but, now that the building work and negotiations with the contractor had been finalised, the workload should decrease once the Foundation and Constitution documents are finalised and work for accreditation with the Hallmark Scheme is put in place. Judy D'Arcy-Irvine is to think of areas that could be delegated to other members of the committee. The Bookings Secretary post is time consuming as, apart from dealing with bookings and invoices, it involved showing people around the hall enabling them to plan for their event or function, and sometimes they needed to come several times. David Spencer also helped but others may need to be involved to make visits and the commitment more manageable.

16. Date of Next Meeting

Judy suggested the committee have monthly meetings in order to catch up with all outstanding matters.

The next meeting is Monday 28th March 2011 at 8.00pm

Due to Easter and the Bank Holidays the following meeting will be Monday 9th May 2011 at 8.00pm.