

Minutes of the Enford Village Hall Committee Meeting Held on Tuesday 18th October 2011

Present: Judy D'Arcy-Irvine, Glenda Clark, David Spencer, Adrian Orr, David Harbottle, Martin Webb, Ollie Stagg, Jane Young, Lesley Brown, Steve Becker, Hamish Scott-Dalglish. 1 Member of the public attended.

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

1. Apologies:

Jacqui Elkins, Bruce Carter, Lynne Derry.

Jacqui is unwell; Judy had sent a card on behalf of the Committee.

Due to other commitments Bruce Carter can no longer attend as Youth Club Representative and will ask Katrina Knight to represent the club

2. Minutes Committee Meeting 13th September 2011

Proposed by David Harbottle and seconded by David Spencer. The Minutes were agreed and signed.

3. Draft EVH AGM Minutes 13th September 2011

Copies of the Draft Minutes for the AGM held on 13th September 2011 had been circulated to the Committee. Following discussion it was agreed the Minutes be carried forward for approval at the next AGM on Tuesday 11 September 2012. The audited accounts 2010-2011 had been approved at the AGM.

4. Matters Arising

4.1 For most activities taking place at EVH different licences are required. Judy explained what was involved.

a) Music Licences. The Hall holds a Performing Rights Society Licence (PRS for Music) with an annual fee charged 1% of hall income. The Hall does not at present hold a separate Public Performance Licence (PPL). All user groups who play recorded music should hold their own PPL. PRS for Music collects and distributes fees on behalf of songwriters, composers and music publishers. PPL collects and distributes fees for the use of recorded music on behalf of record companies and performers. From January 2012 a new joint music licence will be introduced for all community buildings which will increase the cost to the hall as a similar charge of 1% income will also be levied for the PPL. Previously if music was played, e.g at the fete and fireworks, a PPL was required at a cost of approx £23 for each event in addition to the PRS licence already held. However this will change to a mandatory joint licence for community buildings from 1st January 2012.

b) Premises Licence and Alcohol. A full Premises Licence is held by the Hall at a current cost of £180 p.a. The Licence is issued by Wiltshire Council and covers the serving of alcohol (whether served free of charge, sold or donations collected) and other licensed activities within the designated opening hours for the hall. In order to meet the requirements for serving alcohol a Designated Premises Supervisor (DPS) is required. For the past three years Paul Jackson from the Swan had held the position but, as he is leaving the village, he had resigned. A replacement DPS is now needed. Adrian Orr offered to speak to the proprietor of the Red Lion and ask if Guy Manning would consider taking on the responsibility.

The arrangement with Paul Jackson was that he would be the DPS for all village hall sponsored or supervised events and functions. However, for private functions such as weddings and parties, it was agreed that the hirer would be asked to obtain a TEN (Temporary Event Notice) from Wiltshire Council to cover the supply of alcohol.

The hall is allowed only 12 x TENs per annum which could become problematic if private bookings increase and the DPS does not wish to take responsibility for these.

The options were discussed by the committee. It was thought that if annual licences were paid for by EVH the costs should be incorporated within the hire charges making it easier and more attractive for people hiring the hall. Currently a separate charge of £21 is made for each 'licensable' function towards covering the hall's annual licences.

4.2 Insurance. User Groups of the hall should have their own public liability insurance and if they play recorded music should have their own PPL. The EVH public liability insurance covers users and hirers where the fault lies with the hall. User Groups and Clubs carrying out activities, such as the Youth Club and Short Mat Bowls, should have their own insurance. Although the Gardening Club and Camera Club would be covered, the village hall policy would not cover them if and when they are away from the premises. Judy has been checking with each group that they are insured and hold the relevant licences.

4.3 It was suggested that an area be designated for the use of spit roasts, BBQ's and fireworks. This would help limit the amount of damage that may be caused to the paving slabs and surrounding areas especially when several areas are used at different times. It is also important to avoid the area near or around the bore holes. The committee thought this was a very good idea and it would be implemented for next year.

5. Treasurers Report.

Treasurer Glenda Clark. Reported on the accounts as at end of August 2011. It had been a slow start to the new financial year. Income £2,748.40, expenditure £2,594.39, balance in the current account £6,724.46. There were invoices outstanding for August; once they had cleared, the worth of the current account would be £7,188.51 plus £20,000 in the high interest account. The deposit account had not accumulated interest yet as the account had been open less than a year. Moviola in September made a loss of £65.00. Steve Becker asked if income is cyclical. Glenda said some regular user sessions are term related in line with school dates. Hires can be sporadic but private bookings are profitable at the moment.

6. Chairman's Report.

Chairman Judy D'Arcy-Irvine. The Monitoring and Evaluation visit from the Football Foundation and Wiltshire Football Association in September went reasonably well. They have several requirements which need to be met by the Football Club. They were pleased with the overall management of the hall and said running the hall should be treated like running a business. The FF would like to see a sum included in the budget and set aside each year towards future capital expenditure, repairs and renewals. They suggested the committee should look at increasing some hire charges. Hamish questioned the requirement to raise and hold extra funds. Judy read comments from the report and said she would e-mail a copy to all committee members. EVH have been asked to produce an updated Business Plan by the end of December. A further meeting is to be held with the Football Foundation in May 2012 as the Football Club had not met all the criteria required. As usage of the site increases the FF suggested that grounds maintenance personnel could attend an Institute of Groundsmanship course on grounds maintenance.

Judy said that additional regular user groups are needed to increase income as they provide the 'bread & butter' towards running the hall. The updated estimated Financial Forecast for FY 11/12 based on bookings so far and the previous year's bills is Income £9,770 Expenditure including a budgeted sum for future repairs & renewals £11,397.

7. Draft Charter / Constitution.

All members had been emailed the draft Charter to give them the opportunity to comment before approval. David Harbottle congratulated Judy for the many hours she had spent producing the comprehensive document. Steve Becker thought there was too much responsibility for the Maintenance Officer and suggested a deputy be appointed. It was agreed not to include Hire Charges in the document and it was clarified that only committee positions should be specified not individuals' names to save amendments when members move on and new members are elected. The fire risk assessment should be changed to specify a designated place for fireworks, BBQ's and spit roasts and the section on Public Performance Licence clarified. A decision to accept the Charter document with these amendments was proposed by Glenda Clark, seconded by David Spencer and approved unanimously.

8. Football Club Report.

Ollie Stagg. The report was a continuation from the Chairman's report reference the Football Association and Football Federation visit. The County FA and FF are committed to helping the football club. They are concerned the hall and facilities are not being used enough and would like to see it being used 4 or 5 times a week for football. This would mainly be at weekends and possibly one evening a week. The Enford Football Club was not able to raise enough players for a team this year and had therefore temporarily closed for the current Season. Ollie is looking into combining with players from local areas to have a team for next season. He is also contacting local teams promoting EVH offering them the opportunity to hire the facilities for training. As a result of the report, Ollie and the Football Club have a lot of work to do to meet the criteria. The FA and FF realise Enford is a small village and therefore will find it difficult to meet all requirements. Help may be required from the committee and villagers to promote the use of the Hall in support of the Football Club.

9. Maintenance Officer / Grounds Officer Reports

Maintenance Officer David Spencer. The maintenance of the hall will increase as time goes on. A Deputy Maintenance Officer is required to help David to keep on top of it all. The outside windows and doors need to be rubbed down and re-varnished; volunteers to help would be very much appreciated. The main table and chairs storage area is not being re-stacked properly after use. It was suggested a layout plan be outlined with tape or paint on the floor – Steve Becker offered to produce a plan to be given to users.

Grounds Officer Hamish Scott-Dalgleish. There is a lot of damage on the field at the moment due to 'Leatherjackets' (Daddy Long Legs' larvae) hatching and birds digging them up. David Harbottle said an insecticide was available; Hamish said he would look into getting the area sprayed to prevent any further damage.

10. User Groups

Gardening Club David Spence. It is the season to plant the trees as agreed earlier in the year. £500 has been set aside and agreed in the budget to fund this for next month. David had applied for a £500 grant from the Enford Community Fund to purchase more trees but his application was rejected. David would order five trees and would need help from volunteers to plant them.

Youth Club Jane Young,. Nothing to report, all is going well. Jane was asked if the Youth Club are doing a Carol Service in the Church. She did not know but would find out.

11. Film Club Update

Martin Webb. Saturday 22nd October will be a free, by invitation only, film night showing "Starter for Ten". This will be to try out the equipment in preparation for 'going it alone'. A questionnaire will be handed out for feedback. If it is deemed suitable, plans will be finalised to source films from Film Bank and no longer use Moviola. This option will work out cheaper per film showing.

It will also be more flexible with the opportunity to have matinees and children's films. A £150 returnable deposit is required to hire films from Film Bank. A single Title Screening Licence is required to show films but this can be obtained immediately via telephone or email. There are some details that still need to be ironed out reference hire / wait times and cost. A Blu-ray DVD player had been purchased with a grant from Enford Community Fund. The Moviola film night in September had made a loss of £65.00. This may have been due to other functions happening in the area the same night. Two cables were purchased at £30. Next showing by Moviola is "Bridesmaids" on Thursday 27th October. Judy thanked Martin for his time and effort taken in researching all the options.

12. Jubilee 2012 Event

Adrian Orr. To celebrate the Queen's Diamond Jubilee in 2012, there is a fund of £10,000 within the Area Board to be shared between nine Parishes including Enford. Applications by Parish Councils have to be submitted by December with the results in January. Due to the bridge being closed for repair from May 2012, the C32 cannot be closed for a traditional Street Party. The Village Hall will provide the facilities for celebrations on Sunday 3rd June. There will be a Children's Party in the afternoon organised by Jane Young. Jubilee mugs will be given to the children. There will be a Hog Roast in the evening for the adults. Adrian has arranged for this to be provided by the butcher in Ludgershall at a cost of £650. There may have to be a charge per person towards costs; further plans will be made in the New Year once the grant has been agreed.

Adrian gave EVH a donation of £9.00 from Enford and Chisenbury Golf Club. Judy thanked the Club for their continuing support.

13. AOB – Trustee Indemnity Forms

All committee members present signed and returned the Trustee Declaration forms.

14. Election of Key Holders and Cheque Signatories.

Jane Young was elected as a third key holder along with Judy D'Arcy Irvine and David Spencer. User Group key holders are Ollie Stagg for Enford Football Club, Emma Petitt for Yoga, Bruce Carter for Youth Club, Helen Gould Cooper for Keep Fit and Nicci Caswell for Pilates. Cheque Signatories are Glenda Clark, Judy D'Arcy Irvine, and David Spencer.

15. Election of Bookings Secretary, Grounds Officer, Maintenance Officer

Bookings Secretary, Judy D'Arcy Irvine.

Grounds Officer, Hamish Scott-Dalgleish

Maintenance Officer, David Spencer (with help from Anthony D'Arcy-Irvine who does a lot of work to help behind the scenes)

16. Election of Chairman, Deputy Chairman, Treasurer and Secretary

Chairman – Judy was re elected as Chairman, proposed by Hamish Scott-Dalgleish seconded by David Spencer. Judy agreed to continue for a further year and hopes that a Deputy Chairman will be elected in the meantime, with a view to possibly taking over as Chairman when she retires.

Deputy Chairman – Nobody volunteered to take on the role as Deputy Chairman. Judy invited Steve Becker to take on the role. He said he would give it some thought and let her know his decision in a few days.

Treasurer - Glenda Clark was re-elected as Treasurer; proposed by Judy D’Arcy Irvine seconded by David Harbottle and agreed unanimously. Glenda informed the committee that she would be standing down at the next AGM as she would have served for three years by then. Judy thanked Glenda for all her hard work.

Secretary – Lesley Brown had decided to resign as Secretary in the New Year. After a discussion around the table she agreed to remain as Secretary but said she did not wish to be a Trustee and Committee Member. Her appointment as Secretary was therefore proposed by Hamish Scott-Dalgleish, seconded by Martin Webb and unanimously agreed. Judy thanked Lesley for agreeing to continue.

17. Date of Next meeting

January 17th 2012

Judy thanked everyone for attending and closed the meeting.