

## **Minutes of the Enford Village Hall Committee Meeting Held on Tuesday 10<sup>th</sup> April 2012**

**Present:** Judy D'Arcy-Irvine, Glenda Clark, David Spencer, Adrian Orr, David Harbottle, Martin Webb, Lesley Brown, Steve Becker, Hamish Scott Dalglish, Jacqui Elkins.

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

**1. Apologies:** Lynne Derry, Jane Young, Ollie Stagg, Rory Plank

**2. Minutes Committee Meeting 17th January 2012:**

Judy briefly read through and asked if all agreed that they were a true reflection of the meeting. The minutes were proposed by Steve Becker and seconded by David Spencer.

**3. Matters Arising:**

None.

**4. Treasurers Report:**

Treasurer Glenda Clark reported on the accounts as at end of March 2012. The account is showing book balance £4,197.32 with cheques still to clear £935.72 making a total of £5,133.04. Outstanding debtors total £719.26. There is a maintenance bill to come in for approx £600.00. £990 grant from Wiltshire Council had been received towards cost of the Jubilee Celebrations. £173.90 was received from the Film Club evening in March. As agreed by the committee at the meeting held on 17<sup>th</sup> January, £5,000 has been transferred to a two year, high interest account which should accumulate approx £96.00 interest at the end of two years. This is in addition to the £20,000 already in a high interest account. The new notice board at the entrance to the car park is to be added to the property book. Glenda will arrange for the accounts to be independently audited at the end of the financial year ready for the AGM on 11<sup>th</sup> September. Judy thanked Glenda for all her work with running the accounts.

**5. Chairman's Report:**

Chairman Judy D'Arcy-Irvine thanked Steve Becker for the notice board which has already received many positive comments. There is not a cleaner for the hall at the moment; Judy, Steve and David Spencer have been sharing the duties, Judy thanked them for their help. An advert will be placed for a cleaner in the next Newsletter. The wage will be set at the current local rate of £8.50 per hour for 2-3 hours per week. There are some party/wedding bookings for the summer but more bookings are required if the charges are to remain the same level and not be increased. The current EVH charges are generally comparable, if not less, than rates of other local halls. It was suggested that wider coverage for advertising might help and an advert be placed in a free local magazine which is delivered around the local area, although not delivered in Enford. Judy will discuss it with Ollie as he has been advertising in preparation for the football season. There have been no enquiries so far from the Guides for Brides website and brochure where EVH is now advertised. With two months to go in the current FY, the financial forecast is showing a potential small profit of £3,000 this FY but it may be down on last year. The Boden event held at the hall in March was a very good success. Judy thanked Jeni Scott-Dalglish, Tanya Becker, Ruth Wilkinson, and Ros Spencer for their help with organising the event. Pewsey Carnival had donated £100 to EVH; Judy and Steve attended the Presentation and reported that it was a very enjoyable evening. A letter of thanks will be sent to the Parish Council for their donation of £700 for FY 2012-2013.

**6. Maintenance Officer / Grounds Officer Reports:**

Maintenance Officer David Spencer asked for volunteers for the annual redecoration of the hall to keep it looking clean and tidy. He will send out a date when this can be done. Last year a group of volunteers completed the task in one day. Pete Overton has been asked to provide a quote for glossing the paintwork and making good shrinkage cracks etc. Steve has repaired the areas on the walls where sticky tape had been used which peeled the paint off.

Grounds Officer Hamish Scott-Dalgleish had attended a Grounds Maintenance Course as requested by the Football Foundation. The course was informative but to achieve the maintenance suggested, the budget would have to be increased to cover costs. To carry out some of the suggested tasks, machines would need to be used. Hamish has looked into buying, hiring or borrowing the machines e.g. soil aerator and a harrow to drag the pitch but has been unable to locate one of a suitable size. It was suggested that Bawden Hire Company may have one. Fertilization of the pitch is also necessary. It was agreed by the committee that seaweed extract be purchased at an approximate cost of £100, which should be enough to treat the pitch for 12 months. The pitch also needs to be treated for Leatherjackets and Chafer Beetles as the Badgers dig up the ground to reach the grubs. A treatment can be purchased and sprayed over the field which then has to be watered in. The anticipated cost for this is £250 - £300, plus the cost of metered water. It was decided that if the football club continues, this extra work and cost could be justified. The Football Foundation will be asked if they would contribute to the additional costs. Hamish will continue to look into options for the rest of the suggestions

Judy said thank you to both Hamish and David for their time and effort.

**7. Football Club Report:**

Ollie Stagg was not present at the meeting. Judy said that the news had improved from last month. Ollie was still working hard and looking into forming a Saturday football team in liaison with the Red Lion who play on a Sunday. There is a further meeting with the Football Foundation on 6<sup>th</sup> June.

**8. Enford Film Club Update:**

Martin Webb reported that so far the club had shown four films to an audience of 187 people and has made a profit of £398.00. Very little profit is made on children's films. A spare bulb has been purchased at a cost of £144.00. The film club now hold quite a lot of equipment, approximate value £560.00 and for insurance purposes, it will be included in the EVH property book. Children's film, Hugo, is to be shown 15<sup>th</sup> April. War Horse, The Iron Lady, The Artist and The Best Exotic Marigold Hotel are also being shown over the next four months. Martin is enjoying running the club and has some very good volunteers who help regularly. The Film Club is such a success that other village halls are now asking Judy and Martin for advice on how to set their own up! Judy thanked Martin for all the work he has put in.

**9. User Groups:**

The Great Bustard - Lynne Derry

Lynne was not present at the meeting, no report was given.

Gardening Club - David Spencer

The next meeting is on 12<sup>th</sup> April and will discuss lawn maintenance.

Short Mat Bowls – David Spencer

The last meeting of the season will be held on Wednesday 11<sup>th</sup> April and will commence again in October.

Camera Club – Martin Webb

There are approximately 25 people on the books with a regular attendance of between 10 and 15 people. They recently had a Camera Club visit to Pewsey as they had been asked to supply local photographs to the Pewsey Post Office. Tidworth Area Board have asked the Camera Club to provide some photographs to display for The Queen's Jubilee visit to Salisbury. Each Area will be given a board to display their photographs.

Youth Club - Jane Young

Jane was not present at the meeting, no report was given.

#### **10. Hallmark Accreditation Visit 21<sup>st</sup> April:**

Steve Becker, Glenda Clark and David Spencer will attend the meeting. Judy and Steve have been working through the documents and think they may qualify for Level Three accreditation as well as One and Two. In answer to the question Judy confirmed that Trustees need to sign annually that they accept their responsibilities and if anyone needs a further copy of the Charter and Foundation Documents to please let her know. Each User Group should have an appointed representative to attend EVH committee meetings. To meet the Hallmark criteria, Judy requires a letter or email from each user group saying who their appointed representative is. Enford Film Club is a sub committee of the EVH Committee and Martin has been elected to run it. It was suggested that contact details of all EVH committee members should be circulated to members. This was agreed providing it was headed as Confidential and was not passed on to anyone outside EVH Committee.

#### **11. Future Fund Raising Events:**

The music evening in March had been well attended and although only about £45 profit had been made Steve Becker has arranged for another evening of live music by a band called the Yeard Birds at EVH on 15<sup>th</sup> September 2012. Tickets are £6.00 in advance or £7.00 on the door. Supper will be available at an additional cost. Judy has arranged for Patchwork Dramatic Group who are performing at the Edinburgh Fringe Festival to present a play called 'Titanic Comes to Titswilly' on October 6th. Food will be available but it is yet to be decided if this will be included in the cost of the ticket. Glenda suggested a central stock of bar drinks could be purchased which can be used for functions when required to save groups buying their own stocks individually. This would enable a wider variety of drinks to be available and possibly be more cost effective in the long run, but secure storage remains a problem.

#### **12. The Queen's Jubilee 2012 Event:**

Adrian Orr reported it would be held on Sunday 3<sup>rd</sup> June with free entry and a free hog roast. Raffle tickets will be on sale on the day with some very good prizes. Activities arranged so far include a fancy dress wheelbarrow race from the Red Lion to Enford Bridge, children's tea party, hog roast and bar and, from 6pm there will be live music with two bands. The Youth Club are being asked to fill a 'time capsule' with items to be buried in the foundations of the new bridge. There will be an opportunity to vote between three designs of plaque to commemorate the Jubilee, with the one selected being fixed to the bridge. The winning plaque design will be announced during the evening. For posterity, photographs will be taken of groups of villagers from each road/area of the Neighbourhood Watch areas which will be on display at the hall during the celebrations. A souvenir copy will be included in the July edition of the Newsletter. There is a prize for the best decorated 'Front of House' and the winner will be chosen by the Gardening Club in the morning of Saturday 2<sup>nd</sup> June. Judy will contact the insurance company regarding the celebrations and activities to ensure event insurance is in place. It is a requirement that visiting acts and suppliers are covered by their own Public Liability Insurance. Additional parking will be available at the lower end of the recreation ground. A Jubilee committee meeting will be held on Thursday 19<sup>th</sup> April.

#### **13. AOB:**

Judy welcomed back Jacqui Elkins from the Newsletter committee following her absence due to illness. Jacqui reported that the Newsletter is going well. They have changed printing companies and the new arrangements are better value. The committee agreed to donate £100 to the Newsletter towards publication costs as the Newsletter is a valuable asset to Enford and EVH for advertising. Judy would like to clear the surrounding hedgerows from all the dead wood etc to enable the new shoots to grow through. This will be a task for later on as there are already many things in progress at the moment. David Harbottle reported that money given by Wiltshire Council to Parish Councils has been cut by 17.5% so this may impact on any donation given by the Parish Council to EVH which has already been reduced by £200.

This led to a discussion on charges for hiring the hall which had remained the same since opening in 2009. The committee discussed in outline the amount charged for the hire of the hall and subsidies to clubs and user groups. Now that clubs are established with a regular income it was felt EVH could no longer afford the subsidies. The football club may also have to be charged more as, when the costs of maintaining the pitch, heating, hot water and the employment of the cleaner to clean the changing rooms after each use there is very little income. The committee agreed all clubs and user groups should pay the same rates. Judy will send an email to all users to let them know that the new rates will be applicable from the start of the new FY 1st July 2012 with an effective date of implementation 1<sup>st</sup> September to ensure due notice.

**14. Date of Next meeting:**

Tuesday 11<sup>th</sup> September **Committee meeting 6.45pm** followed by **AGM 7.15pm.**

Judy thanked everyone for attending and closed the meeting.