

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

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

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

**1. Apologies:** Lynne Derry, Jacqui Elkins

**2. Minutes Committee Meeting 10th April 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 Adrian Orr.

**3. Matters Arising:**

A new cleaner has been appointed for EVH. She is very good and does a meticulous job. Many good comments had been received regarding the clean hall since she had taken on the task. The Hall has recently been decorated by volunteers. The cracks and skirting boards had been filled and painted, and the windows cleaned, by Peter Overton. The Klargestor system has been emptied by Kite's in Netheravon and the system serviced by MTM Environmental.

**4. Treasurer's Report:**

Treasurer, Glenda Clark, reported on the accounts as at 30<sup>th</sup> June 2012, year end of the EVH 11/12 financial year. There are a couple of invoices still to pay and cheques to clear. The book balance as at 30/6/12 is £4,099.29, the actual worth of the account is £4,227.29.. The last 12 months has seen an income of £15,051.18 (£15,146 in FY 2010/2011) with expenditure £14,309.10. Income had remained much the same as the previous year, but the running costs of the hall have increased from £11,840 in FY 2010/2011 to £14,309.10 this year. Excess income this year was £742.08, and last year it was £3,306.24. £5,000 had been transferred to a second High Interest account. The total invested in the two high interest accounts is now £25,000. This sum is to be kept as a contingency fund for any future maintenance and repairs of the hall. The Chairman's float of £140.00 and the Film Club's float of £60 must be returned ready for the yearend audit. The floats will then be re-issued by cheque for the next financial year.

The property book and inventory are due an annual check. This will be carried out by Judy and Lesley, date TBC. Judy has been looking into renewing the PRS and PPL music licences, each at a cost of 1% of annual income. Glenda has checked the income account for the last 12 months and separated income from fund raising e.g. the Film Club and also income from the Great Bustard Group as this was not a licensable activity. This will show a lower income and therefore reduce the cost of the licences. More fund raising events are needed to increase income. In answer to the question Glenda said a contribution had not yet been received from the ECF for the 2011 Fireworks event or recent 2012 summer Fete.

Sadly this was Glenda's last meeting as Treasurer. Steve Becker has offered to take over temporarily until a replacement is found. Glenda will handover to Steve, date TBC. An advert for a Treasurer is in the July edition of the Newsletter. Members were asked if they knew of anyone who would be interested and qualified to take on the role. Judy thanked Glenda for all of her hard work and commitment as Treasurer over the past three years.

**5. Chairman's Report:**

Chairman Judy D'Arcy-Irvine reported the good news that the hard work of committee members had paid off. EVH has now been awarded levels 1, 2 and 3 of the Hallmark accreditation. Only four other halls in Wiltshire have successfully achieved this standard. The award will help towards receiving potential Area Board and other grants and it has already reduced the insurance premium by £100 per annum. Judy thanked Glenda, Steve, and David Spencer for attending the Hallmark meetings. There was still a need to concentrate on marketing the hall to achieve more bookings. Judy suggested bi-monthly committee meetings throughout the year, with provisional dates decided in advance, as there are often matters which need to be discussed in a timely manner

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

Grounds Officer Hamish Scott-Dalgleish had concerns that the condition of the football pitch may not be sustained if the local Football Teams increase the use of the field this season, particularly if other Clubs also use the pitch. Hamish has been unable to locate a chain harrow of appropriate size and cost that would be used to maintain the health of the pitch. A proposal was that a full size harrow be purchased and have it cut to size. This would have to be done by a qualified gas cutter and would exceed the Grounds Officer budget unless the budget could be increased. It was suggested that an application be made to ECF for a grant, specifically from the Grounds Officer towards the purchase of the machinery. The grant could not then be confused with the contribution given to EVH from the ECF and a subsequent reduction in any donation. Hamish agreed to submit an application and will apply for a grant.

Maintenance Officer David Spencer reported that everything was in good order. Steve reported that while he was replacing the lights around the outside of the building he could see from the top of his ladder broken glass, bottles and stones that had been thrown onto the roof and fallen into the gutters. Clearing of the gutters will now be added to the annual maintenance programme.

## **7. Football Club Update:**

Ollie Stagg has worked really hard to promote Enford FC and maximize the marketing of the football facilities. This has produced some promising results. A football team from Wilton had planned to use the facilities but unfortunately have had to pull out because of a conflict of fixtures. Ollie and Rory Plank are now working together - Enford Football Club will run a team and play on Saturdays and the Red Lion Football Club will run a team and play on Sundays. The Red Lion football team will be organising a training session in Enford on a Wednesday evening. Hopefully this will encourage more players. There will not be a charge to use the grounds for training as it is thought the pitch could cope with two or three matches per week. If increased matches are played, there may have to be a contribution towards the maintenance of the pitch. Subs for players may have to be increased this season as it costs approx £60 per game with fees, etc. The current charge per match for the facilities was £20 and it was agreed this needed to be increased as it had been agreed all clubs should pay the same rates from September. A charge of £25 or £30 was suggested but no decision was reached.

In conjunction with Wiltshire Council Ollie has organised a six week Summer Holiday Football Programme for Children. The football programme starts Saturday 28 July – Saturday 1 September, (not incl 18 August) 10.30-11.30 for year 3 and 4. 11.30-12.30 for year 5 and 6. £10 per child for the duration of the Summer School. There should not be a requirement to use the hall facilities. If the changing rooms are used, Ollie will ensure the cleaning is done so as not to incur cleaning costs. To advertise the summer school, flyers have been distributed and an advert placed in the Newsletter. If it takes off and continues on a regular basis the hall facilities could be used for refreshments etc. This would incur a charge by EVH. Ollie is hoping to get a grant from the Tidworth Board towards training Enford players to become football trainers. For the summer fete this year Ollie organised the children's football games by encouraging the local schools to get involved. He sent flyers out to the schools to target the appropriate age groups. Ollie thanked Hamish for all of his hard work in maintaining the grounds. He thanked the Parish Council and the Jubilee Committee for their donations. They were very much appreciated and have helped towards the cost of the insurance. A one off fee for admin costs of £200 had to be paid to Salisbury League to reinstate Enford FC. As Enford did not have a team last year they were classed as lapsed and had to pay again. There is an Enford / Red Lion Football Club meeting on Thursday 12<sup>th</sup> July and a further meeting with the Football Foundation on September 26<sup>th</sup>. The FF are aware of all the hard work which has been put in to try and make a success of the football facilities and have seen that all the efforts in finding other clubs to use the facilities have had limited success. Hopefully the initiatives Ollie has put in place this season will encourage more use.

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

There are some fundraising events in the diary. The Patchwork Theatre Company has been booked to perform 'Titanic Sinks Titswilly' on Saturday 6 October at a cost of £400. Doors and bar open at 7pm. There will be a bar during the evening, including the interval. After discussion it was decided the cost per ticket should £10 to include a light supper after the show. There will be a Boden Autumn Clothing Event on Tuesday 16<sup>th</sup> October. Steve Becker has arranged for 'The Yird Bards' to perform on Saturday 15<sup>th</sup> September. Tickets will be £6.00. 'Fajitas' for supper will be on sale. but are not included in the £6 ticket price.

It was agreed to hold a New Year's Eve Party 31 December with a disco and light supper. The hall can seat 100 people. There was a suggestion that parking at the hall may be an issue but, by lowering the retractable bollards to allow access, the lower end of the recreation ground could also be used. Steve to organise the event; Judy offered to help and more volunteers required.

## **9. Formation of Entertainment Sub Committee -**

Steve outlined his proposal to form a parish-wide Entertainment Committee. He said the Jubilee celebrations were a great success attracting many people and young families who may otherwise not use the hall or attend events. A lot of the success was certainly due to the fact it had been a free event but how could future events be organised without depleting the resources of the village hall? As an example, to hire the same band for New Year's Eve would cost £1,250 which, on the basis of usual attendance at village hall events, would mean a ticket price of £20 just to break-even – making the event unaffordable for some people.

In the case of the Jubilee celebrations the largest amount of funding had come as a one off grant from Wiltshire Council to Enford Parish Council which, with some funding also from the ECF, had enabled it to be organised as a free event for everyone. Steve suggested that the Parish Council could be involved in funding entertainment as a matter of routine rather than being confined to special events such as the Jubilee. He felt that village entertainment was just as important an issue as maintaining footpaths and signposts and it therefore should also benefit and be supported through central funding in the same way.

Steve suggested a parish entertainment committee be set up with, as a minimum, representatives from the Village Hall, the Church, Parish Hall, ECF and Parish Council. The year's entertainment would be jointly planned in advance with collective decisions on which events, and to what extent, they should be subsidised either from ECF, from the Precept or both.. The agreed plan would be put before the Parish Council and ECF and funding approved. Other advantages to a 'joined up' approach to village entertainment would be:

- Provides an opportunity to de-conflict dates and possible duplication of similar events between groups who are, at the moment, working more or less independently.
- Greater sharing, and more efficient use, of resources (manpower, skills, tentage and other equipment). In particular, to organise a sit-down event in the village hall for more than around 70 people, with space for a band and dancing, will require a marquee extension.
- All parties become stakeholders to some degree in each others' events instead of being largely disassociated from them.
- The realisation they are contributing to the cost of village entertainment, whether or not they make use of it, is likely to encourage more people to attend.

It was asked how the ECF worked? If the ECF sponsored a fund raising project in the village hall with a one off grant, which in turn generated income, would the grant have to be deducted from the proceeds and handed back to ECF or would all the income be kept by EVH as it was for fund raising? Would the grant income then be re-allocated for another fund raising project? No one was sure if or how this would work in practice. Jane asked when had the Village Fete and Fireworks changed from being EVH fundraisers with profits and proceeds going towards the Enford Community Fund rather than the Village Hall. It was thought that ECF had taken over the Chisenbury Flower Show Committee when it was closing down and, when the new hall was built, they had re-launched the event under the name Enford and Chisenbury Fete and Fireworks. ECF ran these two events with a donation from each event being made to EVH.

**10. Village Hall Charges:**

From September 2012, there will no longer be subsidised rates for user groups and clubs who would all pay the same. Hourly rates will be £10 per hour for the hall or £12 per hour if the kitchen facilities are used. User Groups and Clubs had been informed, and there had been no objections.

**11. AOB:**

a) The Jubilee celebrations and the Children's party were a huge success. Thanks were expressed to Adrian Orr, Jane Young and their teams for organising the event.

b) From 1 July Wiltshire Council had increased the cost of their commercial waste collections by 100% to £6.85 per collection i.e. £178 p.a for fortnightly or £356 p.a for weekly collection . It is part of the EVH T&Cs that hirers take their rubbish away as costs would otherwise escalate. General use by the hall fills the 240 litre bin every week and, although WC have been emptying the bin each week when it is put out even though the hall is on a fortnightly contract, there was no guarantee they would continue to do so . From 1 July rolls of 50 white sacks will be available from Wiltshire Council at a prepaid cost of £125 i.e. £2.50 each. Each will hold 60 litres the equivalent to 4 sacks per wheelie bin. When filled the collection cost per sack will be £2.12 when put out with the wheelie bin and this will be invoiced retrospectively. It was agreed to stay with the fortnightly contract and that a roll of 50 bags should be purchased at a cost of £125. If required they can be sold to hirers who will be charged £5 for the cost of the sack and collection. Hirers and users will still be asked to take their rubbish and bottles away to minimise costs to the hall.

c) The roller shutters had recently been checked and serviced under the annual contract which costs £600 per annum. The security and fire alarm system contract is £230 per annum with two visits a year. The fire extinguishers had recently been checked under the annual contract, with one extinguisher being replaced, at a total cost of £250. Judy will obtain alternative quotations before contracts are due to be renewed.

d) The Film Club has shown 9 films over the past year with 6 showings under the new system with Film Bank which is proving more profitable than using Moviola. Numbers have dropped recently but this is usual in the summer. The additional children's films are not attracting many families and run at a loss or just break even. It was agreed to continue with children's films as they are providing a service to the community and may build up in time.

e) Everyone comments on how lovely (and clean) EVH is, and the policy of annual redecoration is appreciated by the hirers. Everyone wants one for their own village!

f) It was agreed to have future meetings every 2 months. Provisionally arranged for:

Tuesday 6<sup>th</sup> November  
 Tuesday 15<sup>th</sup> January 2013  
 Tuesday 12<sup>th</sup> March 2013  
 Tuesday 14<sup>th</sup> May 2013  
 Tuesday 16<sup>th</sup> July 2013.

**9. 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.