

## **Minutes of the Enford Village Hall Committee Meeting Held on Tuesday 6<sup>th</sup> November 2012**

**Present:** Judy D'Arcy-Irvine, David Spencer, David Harbottle, Lesley Brown, Steve Becker, Hamish Scott Dalglish, Jacqui Elkins, Ollie Stagg, Rory Plank, Lynne Derry, Adrian Orr,

Members of the Public: Tracy Southard, Sam Smith and Paula Brown

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

**1. Apologies:** Glenda Clark, Jane Young, Martin Webb.

**2. Minutes Committee Meeting 11<sup>th</sup> September 2012:**

Previously circulated to Committee Members. Chairman read them out and asked for any comments. Proposed by David Harbottle, seconded by David Spencer and agreed unanimously.

**NB** At this point It was suggested, and agreed, that the order of the Agenda should be changed so that Tracy Southard, Sam Smith and Paula Brown could leave the meeting if they wished after presenting their proposals for a Parent and Toddler Group

**3. New Parent & Toddler Group:**

Chairman introduced the organisers Paula, Tracy and Sam who had approached her with a proposal to set up and run a weekly Parent and Toddler group at the hall on Monday mornings, term time only. The organisers explained to the Committee that they wished to set the group up as this would enable parents with young children from Enford and the surrounding areas to get together socially. CRB checks are not required as parents stay with their children. One session to date had already taken place with ten mothers attending. There is a charge of £1 for one child and 50p for additional siblings, which includes light refreshments for each child. The parents all liked the hall and were pleased that the children could play outside safely. The Pewsey Children's Centre had helped and also provided some toys etc. Small lower tables and chairs would be better and easier for the children to reach. The organisers would like some storage space for their toys and equipment. Steve Becker will look into storage boxes so toys etc can be safely and tidily stored. It was agreed some items can be temporarily kept in the Referee's Changing Room. The group is aware they need to organise some fund raising activities to cover costs and to buy equipment. Judy had contacted Amanda Farrow of the ECF and the Charities Information Bureau on their behalf. She had also passed on copies of Enford Village Hall Policies on Health & Safety, Equal Opportunities etc. for the Group to adapt and use when applying for grants. When the Parent & Toddler Group has a constitution and relevant policies in place, together with a designated bank account and accounting procedures, they could also apply to the Tidworth Area Board for funding. The EVH Committee agreed to sponsor them for the first six months whilst they get established. During this time they will be included under the EVH Insurance Policy and can use the hall free of charge.

**4. Draft AGM Minutes 11<sup>th</sup> September 2012:**

Copies had previously been circulated to Committee Members. Chairman briefly summarised the items. The Minutes were discussed and it was agreed they were correct. To be carried forward and recommended for approval to the AGM in September 2013.

**5. Matters Arising:**

Any matters arising were included on the Agenda.

**6. Treasurers Report:**

Treasurer, Glenda Clark was unable to attend but had sent the accounts as at 31 October 2012 to the Chairman, who distributed copies to Committee Members. Since the start of the new financial year in July and to end of October income was £5,463.01 and expenditure £2,612.16. The bank balance was £6,459.89. The book balance which included cheques not yet credited and cheques not yet cleared was £6,950.14.

There was £845.00 due from outstanding debtors. Taking into account debtors and floats for the Chairman £140 and Film Club £60 the actual worth of the account at 31.10.12 was £7,995.14 with a further £25,000 in high interest savings accounts. In answer to the question Chairman assured the Committee there were no real concerns regarding the debtors but some had been a bit slow in paying. She also confirmed that private events are invoiced in advance with payment due before the event takes place. The invoices for November were still due to be sent out. The major expenditure would be in the period January to April 2013 when servicing and checking equipment such as the roller shutters, Klargestar and fire alarm systems would take place with costs of approximately £1,400.

Following the increase in the contract price of servicing the Fire Extinguishers to a minimum of £150 by the current supplier, the Chairman had researched and changed the contract to the supplier who used to service the extinguishers in the old hall and who serviced extinguishers in the Church. The cost for the first annual visit had been £26 which represented a large saving.

Finances were looking positive and it was hoped to put a further sum into the deposit account to meet grant providers' requirements for a reserve fund covering any future major expenditure on repairs and renewals. After this it would only be necessary to set aside an amount in line with inflation each year to keep the fund topped up. The last donation received from ECF was in November 2011 which covered the Fireworks Event in October 2010 and the Fete in June 2011. A donation of 1/3 of ECF profit for the year been promised in respect of the Fireworks in October 2011 and the Fete in June 2012. The financial year for the ECF runs from 1<sup>st</sup> September and it was agreed to wait for the ECF to publish their latest accounts before asking for details of the next donation.

#### **7. Chairman's Report:**

Bookings were holding up well which was encouraging. The hall was booked for the Police Commissioner Elections on November 15<sup>th</sup>. In 2013 a Brownie Pack had booked the hall for a five day holiday break in July and Wiltshire Council had provisionally booked several different days between January and May for running IT courses. Steve was looking into the best way to provide the internet access required. Four children's parties and two other private parties had been booked together with five weddings. The Theatre Night with Patchwork Theatre went very well with 55 people attending. The cost of the theatre group for the evening had been £400. Tickets were £10 each including food. The overall profit, including sales from the bar and after expenses had been deducted, was £30. The Yird Bards concert was also well attended with a profit of £80. It is hoped to organise further similar events in 2013 starting with a New Year's Eve Party. More ideas are needed for events which appeal to everyone – perhaps a quiz and darts evening, race night, bingo, whist, curry evening and wine tasting. Financially the hall is on target for a small profit again. Donations, together with funds raised from other events, should help towards laying on events with 'free entry'. The thermostats are continuing to cause problems and Steve is looking into costs of replacements as they are not fit for purpose and replacements will save energy long term.

#### **8. Parish Plan - Draft Questionnaire:**

Community First and Steve Becker held a public meeting in the Village Hall in July and had invited the community to attend. Steve had also attended the Youth Club and run a stand with information on the Parish Plan at the Fete to try and find out what issues people have in the village and what they wanted from the community. From these initial findings Steve and a Parish Plan Committee had drawn up a questionnaire to send out with the December Newsletter to be collected from households mid December.

On receipt of the completed forms the Parish Plan Committee will analyse and document the answers to help the village focus on what was needed and how best this can be achieved. A further public meeting will be planned to present the findings to the village. The Parish Plan is being coordinated with the help of Community First.

EVH Committee Members had been sent the first draft of the questionnaire to discuss at the meeting. It met with mixed reviews. Some thought it was a well constructed form; others thought it was too intrusive with personal questions. It was felt some sections were biased and that the Church should be more prominent on the form. It was agreed it was important the completed questionnaires should be guaranteed to be anonymous so that people could fill it in and say what they really thought. Steve confirmed it was a draft and some amendments could be made to the questionnaire when he had received comments and responses from other committees as well as from the village hall.

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

Maintenance Officer David Spencer reported the automatic tap in the men's toilet kept leaking. He had been told by a plumber the taps had an internal unit which cannot be repaired and needed replacing approximately every three years which, at a cost of around £250 to £350 each, would be very expensive! Further research was needed into whether this was in fact the case, or whether repairs can be made. Isolators had now been fitted to each inlet pipe leading to individual basins and toilets so that the water can be turned off in the event of a further leak without affecting other areas. The outside tap is not satisfactory as it leaks when using a hosepipe wasting quite a lot of metered water. David will look into repairing or finding a replacement.

Grounds Officer Hamish Scott-Dalgleish reported that he had been treating and watering the pitch to stop the badgers digging up chafer beetles. There had not yet been any problem with moles. The mole catcher can be called upon if and when necessary and there is a budget for this work included in the financial forecast.

Chairman informed the Committee that there had recently been a survey carried out by Wessex Water to confirm the route for the major sewage pipe leading from Longstreet Pumping Station to Coombe which runs through the lower end of the Recreation Ground. Wessex Water had confirmed that this area cannot be used for any development or building works although parking cars should not be a problem. Markers for the route will be installed to avoid any accidents and documentation will be provided by Wessex Water with details of the moratorium and area affected.

#### **10. User Group Reports:**

Short Mat Bowls David Spencer reported the Club is going well.

Newsletter Jacqui Elkins reported that everything was running well.

Film Club Martin Webb was not able to attend but Chairman reported it was apparently going well. Using Filmbank rather than Moviola had increased profits which was a great help to EVH funds.

Football Clubs Rory Plank reported that both Enford and the Red Lion Clubs were going well. There was still a problem with the landowner of the adjoining field as footballs sometimes go over the hedge into her private property where there are two horses. The landowner will not allow a stile to be re-instated or a gate to be installed but was complaining that fencing and hedging were damaged with players climbing over to retrieve balls.

The landowner will however permit players to access her field through the gate from the road. The problem for the football clubs is that it is a long way to walk down to and then along the road before coming back as it holds up the game. Rory asked if a small gate could be put in through the bushes on to the road near the adjoining field to save time. Opening up part of the hedge was not thought to be a good idea as it would reduce security of the site. It is not known how the problem with the landowner can be resolved without a stile being re-instated where there used to be one. Suggestions included large nets spanning the open area, installing high fencing or planting conifer trees, all of which would require additional maintenance and would be expensive. Any permanent structures will need Planning Permission. It was decided to wait and see if the problems continue.

The Great Bustard Group Lynne Derry reported that it was very quiet at the moment which was normal for the time of year but was looking forward to the bridge being re-opened. Chairman added that there is going to be a Brownies camp at the hall next July and they may wish to arrange a visit for the children.

#### **11. Election of Representatives for Clubs and Organisations**

The Chairman had emailed all Clubs and Organisations with members on the Committee for confirmation of their elected Representative for the year 2012-2013. The following were confirmed:

Parish Council	Adrian Orr
Parochial Church Council	Judy D'Arcy-Irvine
Short Mat Bowls	David Spencer
Gardening Club	David Spencer
Enford Football Club	Ollie Stagg
Red Lion Football Club	Rory Plank
Youth Club	Jane Young
Camera Club	Martin Webb
Newsletter	Jacqui Elkins

#### **12. Election of Two Co-opted Members**

Hamish Scott-Dalgleish

David Harbottle

Proposed by David Spencer, seconded by Jacqui Elkins

#### **13. Election of Booking Secretary, Grounds Officer, Maintenance Officer:**

Booking Secretary: Judy D'Arcy-Irvine.

Grounds Officer: Hamish Scott-Dalgleish.

Maintenance Officer: David Spencer.

Proposed by Adrian Orr, seconded by Jacqui Elkins

#### **14. Election of Key Holders and Cheque Signatories:**

Key Holders: Judy D'Arcy-Irvine, David Spencer, Steve Becker.

Cheque Signatories: Glenda Clark, Judy D'Arcy-Irvine, Steve Becker, David Spencer

Proposed by Hamish Scott-Dalgleish, seconded by Jacqui Elkins

The key inventory still to be checked following the overall inventory check of equipment.

#### **11. Election of Chairman, Deputy Chairman, Treasurer and Secretary:**

Chairman: Judy D'Arcy-Irvine.

Deputy Chairman: Steve Becker.

Treasurer: Glenda Clark.

Secretary: Lesley Brown

Proposed by Hamish Scott-Dalgleish, seconded by David Harbottle. David Harbottle said he wished to express a vote of thanks to Judy, Steve, Glenda and Lesley for all of their hard work .

Chairman also thanked everyone for their contributions to running the hall and reminded the Committee that Glenda would be retiring at the end of the financial year. A replacement needs to be recruited for the post of Treasurer from July 2013.

#### **12. Charity Commission Trustee Declaration Form:**

The Charity Commission had drawn up a new Annual Trustee Form for signature which enabled all signatures to be collated together rather than having individual forms for each Trustee. The form was passed around the table for Committee Members to sign confirming their acceptance of responsibilities for the coming year. Chairman confirmed that the Annual Insurance Policy included Trustee Indemnity cover for Committee Members in the event of third party claims against the Committee, although Members are not covered for any illegal actions or malpractice.

The Trustee Declaration Form will be passed on to Glenda Clark, Jane Young and Martin Webb for signature as they were absent from the meeting.

**15. Any Other Business:**

a) Steve Becker explained more about Wiltshire Council's IT courses to be run at the Hall between January 25<sup>th</sup> – May 28<sup>th</sup> 2013. There will be 13 sessions for up to 15 people, mostly beginners. Broadband internet access will be required for the meetings and a decision will need to be made on the best provider. Usage should not exceed 10Gb per month - a 10Gb monthly renewable contract would be £15 per month; a 3G wireless router (£50) and dongle (£40) would also be required. It was not known how well this would work regarding internet speed so it may be necessary to buy two sets. A hirer surcharge of £10.00 per session should cover the expenditure for broadband access. In answer to a question from Hamish it was confirmed the hire charges would more than cover any expenditure and it may be possible to access a grant for the capital cost. There would be an ongoing benefit as having internet access may attract other bookings.

b) The heating of the hall is being affected by people trying to change temperature settings on the room thermostats not understanding that the underfloor heating system takes several hours to change the temperature of the room and it has led to complaints that the hall is cold as timing settings have been changed. The options are to fit anti tamper covers over all the thermostats (approx £200), replace with different battery operated thermostats or fit mains powered thermostats. Basic costs approx £250 or an upgraded version with built in calendar and automatic BST changes would cost approx £750. Steve will carry out further research into both the IT and thermostat options.

c) Storage space was running out. Additional shelving in the store room would be useful but not practical due to the tables and chairs being stacked against the walls. Steve thought mobile storage might be a better way to go and will continue to research.

d) The New Year's Eve Party will be free admission. Fancy dress theme 'Summer of Lurv'. Fancy Dress prizes, quiz, raffle, bar and food from 9pm, recorded music, live music from Bertie. Judy offered to collect prizes for the raffle. Volunteers are needed to help.

e) Adrian Orr reported that the rebuild of Enford Bridge should be completed ahead of time. It is hoped that work will be finished on 17<sup>th</sup> November and the bridge re-opened on the 19<sup>th</sup> November. Adrian Orr and Ken Monk from the Parish Council will be attending a meeting with the contractor to decide where the Jubilee Commemorative Plaque is to be placed on the bridge. The Parish Council are due to have a meeting regarding the Enford Emergency Responses Plan. This is to ensure there are sand bags etc available and that everyone knows where they are and how to get them in the event of flooding in the village. Jane Young has taken a delivery of salt which individuals can use to refill the grit bins or use on the roads if necessary. The Parish Council now employs someone to take care of the Millennium Garden, the play park and to do general clearing up around the village. He will be paid £8.00 per hour, approximately £900 per year.

f) There had been reports of children being hurt in the play park. The question was asked, but it was not known, whether the park had the recommended weekly, monthly and quarterly checks in addition to the mandatory annual RoSPA safety check by Wiltshire Council.

**6. Date of Next meeting:**

Tuesday 15<sup>th</sup> January 2013 7.30 pm

Followed by provisional dates:

2013 - 12<sup>th</sup> March, 14<sup>th</sup> May, 16<sup>th</sup> July, AGM 10<sup>th</sup> September, 5<sup>th</sup> November

Judy thanked everyone for attending and closed the meeting.