

Minutes of the Enford Village Hall Committee Meeting Held on Tuesday 15th January 2013

Present: Judy D'Arcy-Irvine, Glenda Clark, David Spencer, David Harbottle, Lesley Brown, Steve Becker, Hamish Scott-Dalglish, Jacqui Elkins, Jane Young.

Members of the Public: Tracy Southard, Paula Brown.

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

1. Apologies: Adrian Orr, Ollie Stagg, Rory Plank, Martin Webb, Lynne Derry

2. Minutes Committee Meeting 6th November 2012:

Copies had previously been circulated. Judy read through them briefly and asked for any comments. Glenda pointed out a typo under 'Any Other Business' 15.(a) second line second sentence – the word 'be' had been omitted – "There will be 13 sessions" Acceptance of the Minutes was Proposed by Steve Becker, Seconded by David Spencer and agreed unanimously.

3. Matters Arising:

Any matters arising were included on the Agenda

It was suggested, and agreed, that the order of the Agenda be changed so that Paula and Tracy could leave the meeting if they wished after their report on the Parent and Toddler Group.

4. Parent & Toddler Group:

Paula and Tracy reported the group is going well although it had been quiet since the Christmas holidays. They plan more advertising in the Enford Newsletter and will distribute flyers. Steve offered to help with publicity. They clarified that LLT stands for "Love Learning Together". Tracy and Judy had researched suitable small tables and chairs for the playgroup which could also be used for private children's parties in the hall. The cost for six tables and eighteen chairs would be £129 including vat and free P&P as the order was over £100. It was suggested that fewer tables and chairs be purchased to lower the cost although the charge for P&P would offset some of the saving. Agreement to purchase tables and chairs was proposed by David Spencer and seconded by Steve Becker. The playgroup's fundraising will start with a Jumble Sale on 16th March followed by a date TBC for Bingo. In order for the group to take advantage of the grants available to them, they need to open a bank account and be properly constituted. Paula and Sam Smith have agreed to set it up but, as Tracy is already involved with other fundraising accounts, she did not wish to be included on the account. Judy or Steve said they would be happy to act as second signatory for the account. Judy offered help with providing the necessary documentation on policies which would be required, such as Health & Safety. Child Protection registration is not required as parents stay with their children for the sessions. At the next playgroup meeting they will ask if any of the parents would like to join and help establish a committee. Hamish asked if there were many under 5's in Enford who attend the Toddler group. There are a few but numbers are made up from around the area including Upavon and Netheravon. Jane Young added that the Precept for the Parish Council has allocated £100 to the Toddler Group. Judy suggested they also apply to the Enford Community Fund and had previously sent Tracy contact details. Judy thanked Paula and Tracy for coming to the meeting.

5. Treasurer's Report:

Glenda Clark reported the current account balance at 31 December 2012 was £8,812.16. There is a further £25,000 held in two high interest deposit accounts. There are two outstanding cheques waiting to clear, total £381.22. Outstanding Debtors total £1,352. The actual worth of the account is £9,982.99. The forecast shows approximately £5,000 of bills due over the next few months for this financial year.

Glenda asked if she should invest some of the balance in the current account into a high interest account. The £20,000 in the high interest account matures 20 January 2013. Glenda and Judy will research interest rates to ensure the best return on the investment.

A deposit of £100 is due for a wedding reception booked for 2014 which will be charged at 2012/2013 rates as long as the deposit is paid soon. A booking is not secure or confirmed until the deposit has been paid. Glenda mentioned the Youth Club had not paid the last two invoices and Jane confirmed that Bruce Carter has the two cheques signed ready to submit.

Judy reminded the Committee a replacement Treasurer still has to be found to replace Glenda when she leaves at the end of the financial year, and an independent auditor will also be required. Judy is going to approach a contact who may agree to do it. Alternatively Steve suggested asking Hannah Tucker as she is an accountant.

Glenda reiterated that, if events are organised or any money is spent from Village Hall funds for goods or services, full accountability is required for both income and expenditure. Receipts for items must be submitted before payment can be reimbursed and income must also be fully accounted for. An audit trail should be visible within the accounts for any event. Three invoices for payment had been received requiring retrospective approval from the committee: Spotlights purchased for the New Year's Eve Party and other future events @ £250, Replacement Room Thermostats @ £134, and Crown Fire & Security Annual Contract @ £240. The Committee approved payment.

6. Chairman's Report:

Judy reported that bookings had been quiet for the last month or so. User Groups are holding up well and there are six wedding receptions booked for the coming year. There will be Unitary and Parish Council Elections on 2nd May. Enford Community Fund donated £864 for 2011 Fireworks and 2012 Fete. This amount almost equates to what the general hire charges would have been for the two events and Children's Christmas Party. The Village Hall proposal for the way forward had not been agreed by the ECF and Judy is waiting to hear the reason why. Maintenance costs and repairs are on the increase as guarantee periods are coming to an end with the building entering its 4th year. These costs are ongoing and need to be factored into the budget whilst making sure the reserve funds keep pace with inflation. Some improvements for the Hall have been suggested. Costs need to be researched for the following:

- BBQ and Hog Roast area with a brick and sand area, as previously agreed.
- Outside wooden seating and tables.
- Extended patio area.
- Extra Storage. Extend the current area into the football store for hall use whilst providing an outside storage area for the football club.
- Steps or a path where people have worn a walkway from the car park. It can be slippery when wet.
- Water softener to minimise lime scale damage to taps. The taps are costly to replace so a water softener could be cost effective.
- Sports equipment for other sports i.e. circuit training and keep fit.
- Running circuit around the perimeter of the recreation ground

Development at the lower end of the recreation ground is restricted due to the main sewer pipe leading up Longstreet and then across the grounds to Coombe. Wessex Water have confirmed the area involved but have yet to put in markers to help identify the route with a moratorium of 3m either side of the pipe plus a 1m area over the top of the pipe itself.

The hall is due its annual redecoration in April / May. Volunteers are also needed to help clear and tidy the hedgerows and deadwood as you enter the grounds. This work would help encourage new growth.

7. Precept Donation

In answer to the question Jane Young said the Parish Council had decided a donation from the Precept to the Village Hall of £500 for the next financial year. This is lower than the previous amount of £700. Further questions were raised by Committee Members regarding the Precept Donation:

- a) Why was the donation lower than usual?
The Enford Community Fund donation to the VH for ECF use of the hall for village events and the grant for the harrow had been taken into account.
- b) How much had the Parish Hall been given?
The answer was £400
- c) Could an appeal be made to the Parish Council for the amount of the VH donation to be reconsidered?
Jane did not know if this could be done.
- d) Are village organisations who are awarded grants given the opportunity to present a case?
No, the Precept Committee make decisions based on previous years
- e) Had the figures for this and all other donations been published?
Jane did not know
- f) Were the community consulted over the award of grants from the Precept?
No, they were not
- g) Had the person appointed to tidy up the village by the Parish Council at around £1,000 per annum started yet?
Yes, he had

Following a lengthy discussion it was decided that a letter should be sent to the Chairman of the Parish Council to ask if the amount of the donation could be reconsidered for the following reasons. The Village Hall was financially responsible for the Recreation Ground which was for the benefit of, and used by, the whole village for various activities but did not provide an income. The Village Hall Committee were also, not only providing the facilities free of charge for various events, but also subsidising charges for some groups. The donations were crucial for them to be able to maintain these levels of subsidy or hire charges may have to be raised. The Committee were concerned that they were being 'penalised' for the donations from the ECF which were in lieu of hire charges and for equipment needed to maintain the recreation ground. Judy was asked to draft a letter for approval by Committee Members and then send to the Parish Council.

8. Parish Plan Questionnaire and Progress:

Steve Becker reported that the rate of return for the questionnaires was around 60% and it had been a very interesting exercise with many positive results. He reported with a brief resume. The Village Hall came top of the list as being important to village life with the Committee seen to be doing a good job, although some people did not know what they did. The two Pubs came second, followed by Footpaths, the Church, the Play Park and the Parish Hall in that order. 90% of respondents thought the entertainment provided was about right. People do not use the Hall either because they do not have time or they are not interested in what goes on. Many said they would like to contribute more to the community.

There will be a follow up Parish Plan Committee Meeting to discuss the outcomes and some preliminary information will be published in the next Enford Newsletter. The results will be collated and used to help draw up an action plan. The Parish Plan Committee will hold a further public meeting to present results and give the community an opportunity to decide what they want to do. This might also help identify those who said they wished to be more involved with the community. Judy thanked Steve for all his hard work and commitment in getting the project off the ground.

9. IT Equipment & Broadband Access for the Hall:

A grant of £348 had been received from Tidworth Area Board for the purchase of a 3G WiBe Network & Wireless Broadband Extender to provide internet access & wireless networking in the hall for a small extra charge to users.

There had been little interest in the first course of IT classes being run by WEA and Carer Support Wiltshire "Get Online – Stay Online" so the course had been cancelled. Four further courses were booked between March and May. WEA had paid a deposit of £50 but Judy said that Wiltshire Council and other organisations often said it was difficult to process deposits so, when they cancelled which sometimes happened, it was difficult to recoup any losses. It was agreed that in future all organisations should be asked to pay a deposit as other hirers do.

It was asked if the course had been advertised but the information had been received too late for the last Enford Newsletter. Internet access will be included as an additional facility in advertising as it might attract organisations for conferences, meetings or seminars. The cost of usage will be covered if around £10 is added to the hire costs.

10. Thermostats:

Steve had established that the problems with the heating system were due to the thermostats. The one in the kitchen was broken and he had also replaced two others in the main hall and the meeting room. If the system proved to work more efficiently, all the other thermostats could be replaced over a period of time. Tamper proof covers had been ordered as hirers trying to change the temperatures had been another problem. It was thought the thermostats in the changing rooms are inter-linked so the temperature is the same throughout the sports end. Judy mentioned that maintenance and repairs on the building are becoming more time consuming with three people now regularly involved on a voluntary basis, but paid workmen are needed from time to time and running costs will inevitably rise.

11. Storage:

Judy purchased some storage bags for the toddler group's toys. Lack of storage was becoming a problem, although not critical yet, and ways to increase storage needed to be researched. One suggestion was made to combine the main storage area and the football store by having a door in the dividing wall between the two areas. An additional outside storage area for the Football Clubs would then be required, for which Planning Permission will be required. Planning permission had previously been refused for an ISO container. Suggestions included a brick extension added at the back of the hall behind the kitchen and plant room but this might depend on drainage/heat pump pipes; the stockade being used to store some larger items; the loft being utilised for long term storage. If purchased, wooden tables, chairs or benches may need to be stored during the winter although it was decided to wait for the results of the Parish Plan before any such decisions are made. Jane was asked whether it would be possible to store outside furniture in one of her barns during winter months. She said it might but this would depend on what her other commitments for the barns were.

12. Maintenance Officer / Grounds Officer Reports:

Maintenance Officer David Spencer reported that a shower in the Home Changing Room had been left on over one weekend following a football match, causing minor flooding and triggering the fire alarm. One of the push button taps had become jammed. Although the room had a wet floor and walls no lasting damage was caused. He had arranged for a plumber to repair the tap and check the others. Two containers of a de-icing compound called Ice Break had been purchased which was more effective than grit or salt on their own. General advice from the insurance company was to ensure at least one pathway for pedestrians up to the hall was safe. With regard to larger areas it might be safer to leave snow in place as the dangers are obvious but the hall should try to minimise accident risks from icy patches.

Grounds Officer

Hamish Scott-Dalgleish reported that he is applying for a grant from Sport England. It is for £5,000 a year over 3 years for the maintenance of sports fields. He needs to research some of the questions as the application forms are quite comprehensive and need to be submitted by 18th February 2013. Judy mentioned that the land is owned freehold by the village and legal title is vested in the Official Custodian for Charities. Under the Deed of Undertaking the Lottery has a 10 year restriction until 2018 on the recreation ground and building which is registered with the Land Registry. This would be similar to any restriction Sport England may require if the application is successful.

13. User Group Reports:

Newsletter Jacqui Elkins reported that there had not been a meeting since November but everything is going well

Youth Club Jane Young reported it had been mentioned that sometimes the hall is not very clean on a Friday evening. The Youth Club would be represented at a Ceremony on Monday 21st January to inaugurate the Jubilee Commemorative Plaque on the new bridge. The press will be there to take photographs for the Salisbury Journal.

Parish Council Jane reported the new Parish Council Secretary from January is Mrs Elizabeth Harrison.

Short Mat Bowls David Spencer reported that the club is going well.

The Gardening Club David Spencer reported February 14th there will be a talk on 'Wicked Plants' - plants which can kill, intoxicate, or irritate. The AGM was attended by 26 people with refreshments provided.

Camera Club As he could not attend Martin Webb had sent a report. The Camera Club had a new Secretary, Pauline Wallis. The Club remained steady with 12-15 members attending each month although there were 30 members on the books. They had successfully sold all the annual calendars they had printed. They now arrange some external visits and had regular Sunday morning meetings to practice what they have learnt.

Film Club Martin had also sent a report to say the films in January and February would be 'Midnight in Paris' and 'Skyfall'. Numbers attending the film nights vary depending on the film shown, which in turn affects profits. Judy said it is more profitable than when Moviola were involved and, in answer to the question, said children's films had not been very well supported but if they became a regular event each school holiday then attendance might increase.

14. Future Events:

- Steve Becker is organising an evening of light music with Jazz Mash on Saturday March 2nd Concert tickets will be £6 or £9 to include a meal. Tickets to include supper should be pre-booked to help plan the catering.
- The New Year's Eve Party was enjoyed by all those who attended. Bertie provided the disco and the Beckers had organised the meal and bar. Although around 30 people came it was disappointing that more villagers had not attended. However it was suggested that if it became an annual event more people might plan to come.
- Other events suggested include: another Theatre evening, Bingo, Whist, BYO Picnic with a bar, Children's games day to perhaps coincide with the birth of the Royal Baby in July.
- Occasional free entry events in the evening to be arranged with funds raised through selling food and drink.

15. Any Other Business:

Hamish asked about the traffic monitor and flashing speed sign on the signpost near the entrance to the hall but nobody knew about it so no further information was available.

16. Date of Next meeting:

Tuesday 12th March 2013 at 7.30 pm

Followed by provisional dates:

2013 - 14th May, 16th July, AGM 10th September, 5th November

2014 - 14th January

Judy thanked everyone for attending and closed the meeting.