

**Minutes of the Enford Village Hall Committee Meeting held on
Tuesday 11 November 2014**

Present: Judy D'Arcy-Irvine, Steve Becker, Hannah Tucker, Kriss Mitchell, Hamish Scott-Dalgleish, David Spencer, Jane Young, Ollie Stagg, Sally Parker, Andy Lucker, Anthony D'Arcy-Irvine, Jacqui Elkins

1. **Apologies:** None

2. **Minutes of the Committee Meeting held 16 September 2014**

Judy read through the Minutes and the Committee agreed these were a true record.

Acceptance of the Minutes proposed by Steve, seconded by David and agreed unanimously.

3. **Draft Minutes of the AGM held 16 September 2014**

Judy asked for any comments and whether these were a true record of the AGM. It was agreed that these Minutes should be presented for approval at the AGM on 15 September 2015.

4. **Matters Arising:**

None.

5. **Treasurer's Report**

Hannah presented the Treasurer's Report.

i) Income for the first 3 months is in line with last year.

ii) Servicing and other large bills will come later in the year.

iii) Licences are higher this year.

iv) The Current a/c is £12,025.27

v) The Contingency Reserve Funds (Investment a/c) stands at £30,222.53

vi) Accounts for 2014 are now available on the website.

6. **Chairman's Report**

Judy presented the Chairman's Report.

- Four weddings have been booked for 2015 so far and income should be on a par with 2014.
- Booking revenue/booking type now showing where bulk of income is coming from,
- An inspection by the Grant Provider is carried out to ensure all is as it should be. There is unlikely to be a visit for another 5 years.
- A large report will be required next year for the Lottery grant.
- The Football Foundation report has been submitted.
- Following the Charity Commission meeting, we can officially report defunct village hall groups and add new ones. This is a work in progress.

7. **Maintenance Officer's Report**

- David reported there had been a nasty smell but this was now ok.
- Everything else is in order.

8. **Grounds Officer's Report**

- Hamish reported that we do have moles but these are being dealt with.
- Maintenance of machinery is in hand.

9. **User Groups – Confirmation of Representatives**

Gardening Club	Sally Parker
Camera Club	Jane Young
Short Mat Bowls	David Spencer
Youth Club	Andy Lucker
Enford FC	Ollie Stagg
Red Lion FC	Ian Fribbins
Newsletter	Jacqui Elkins
Parish Council	Anthony D'Arcy-Irvine

10. **Election of Bookings Secretary, Grounds Officer and Maintenance Officer**

Bookings Secretary:

Nominations Judy D’Arcy-Irvine

Proposed by Steve Becker

Seconded by Andy Lucker

All were in favour and Judy agreed to continue as Bookings Secretary.

Grounds Officer:

Nominations Hamish Scott-Dalgleish

Proposed by David Spencer

Seconded by Jane Young

All were in favour and Hamish agreed to continue as Grounds Officer.

Maintenance Officer:

Nominations David Spencer

Proposed by Jacqui Elkins

Seconded by Ollie Stagg

All were in favour and David agreed to continue as Maintenance Officer.

11. **Election of Key Holders**

Three key holders are required.

Nominations Judy D’Arcy-Irvine, Steve Becker, David Spencer

Proposed by Anthony D’Arcy-Irvine

Seconded by Kriss Mitchell

All were in favour and Judy, Steve and David agreed to continue as key holders.

12. **Election of Chairman, Deputy Chairman, Treasurer and Secretary**

Chairman:

Nominations Judy D’Arcy-Irvine

Proposed by Hamish Scott-Dalgleish

Seconded by David Spencer

All were in favour and Judy agreed to continue as Chairman.

Deputy Chairman:

Nominations Steve Becker

Proposed by Hamish Scott-Dalgleish

Seconded by David Spencer

All were in favour and Steve agreed to continue as Grounds Officer.

Treasurer:

Nominations Hannah Tucker

Proposed by Hamish Scott-Dalgleish

Seconded by David Spencer

All were in favour and Hannah agreed to continue as Treasurer.

Secretary:

Nominations Kriss Mitchell

Proposed by Hamish Scott-Dalgleish

Seconded by David Spencer

All were in favour and Kriss agreed to continue as Secretary.

13. **Trustee Indemnity Forms**

Each elected committee member is required to sign form CC3A.

Newly elected members will need to sign this form.

14. **Hallmaster Project**

Judy explained what Hallmaster is and how it will help the Village Hall bookings system. It was trialled in the summer and the 12-month licence to use it was purchased in September.

A few glitches have occurred which are being dealt with by the Hallmaster software company. Judy will request a 3-month addition to the licence in compensation for these problems.

To date there have not yet been any bookings made through this system.

Judy and Steve recognise that we need to share the bookings responsibilities.

15. **Projects Completed**

- i) Two key safes have been installed.
- ii) The 5-year Electrical Report has been completed and submitted to Allied Westminster (insurance company).
- iii) Hedges at the entrance have been cut back to improve sight lines onto the road.

16. **Future Projects**

- i) **Simplification of hire charges** – in progress.
- ii) **Upgrade of car park lights** – in progress.
 - Two new drive-over lights to replace bollard lights.
 - Car park lights are to be a priority job over the winter months.
 - Would a delayed switch light be feasible? Suggested time delay or motion sensors.
- iii) **Stockade Fence / Shed**
 - Woodford Landscapes will be coming in to fence between the Klargester and the storage area.
 - The open area within the stockade would be large enough for a storage shed.
- iv) **Water Softener**
This may not be required.
- v) **Inventory / Stock Check**– in progress.
- vi) **Outdoor Exercise Equipment**
This is still a possibility and may come out in the Parish Plan.
Grants are available and will be looked into.

17. **Future Events**

- i) **Remembrance Sunday Lunch** on 9 November in aid of the Army Benevolent Fund went very well and was attended by approximately 70 people.
- ii) **Church Christmas Fair** – Saturday 29 November
It is hoped this will be a village affair with not so many stalls from 'outsiders'.
- iii) **Children's Christmas Party** – Saturday 13 December
This is being run by Enford Community Fund.
- iv) **WW1 Commemoration Event** – Summer 2015
A date will be discussed at the next committee meeting. Ollie will ask Bob to come along.
Suggestions so far:
 - WW1 dress for all
 - Music – Margaret Webb to be approached
 - Films – Martin Webb to be approached

18. **Proposed Dates for 2015**

13 January / 10 March / 12 May / 7 July / 15 September AGM / 10 November

19. Any Other Business

- a) **Parish Plan** – to be read by committee and any comments passed to Judy before end of November, when Judy will respond.
- b) **Charges** – simplification of charges so local bookings show reduced rates.
- c) **Precept** –Judy to draft letter to PC explaining that the precept donation is used to subsidise other local groups.
- d) **Doggy Bags** – bins for doggy bags around the village hall were considered to be a bad idea. These would have to be emptied and the contents disposed of at our expense.
- e) **Community Fund** – any community group within the parish can apply for a donation from this fund.

Judy thanked all for attending and the meeting closed at 8.50pm.