

MB report for Hall meeting on 1st November 2019

1. Re:- notes of meeting on 6th September.

- a) Does the committee require the agreed minutes to be posted on our website? If so MB will action.
- b) Notification of Sunday morning bookings has already been sent to the Churchwarden by MB and a monthly update will be sent by RF.
- c) Keysafe (weather resistant) purchased and installed just to the right of the outside toilet. Current code 0919. MB plans to amend the code on a regular basis and will email the committee each time when changed.
- d) Would the bike rack idea need referring to the PCC.?
- e) Any feedback from PCC on authority to proceed with carpark.?
- f) There are no clashes for the proposed Hall meeting dates in 2020. MB has entered dates onto our bookings calendar.

2. Treasurers report on yearly figures up to 21 October 2019

- a) Income stands at £11160.00 which is already £312 more than the whole of last year. Estimated further income due for rest of year from regulars is £674.
- b) Expenditure stands at £7039.57 for the year so far. Expected further expenses £350-£400 for remainder of year. (Notable one offs will include:- Wheelbarrow £50, Fete party £80, Storage boxes for marquees £80, Electric & Sundry & Calor & Cleaning £150.)
- c) Surplus for year so far is £4120.43, estimated figure at end of year to be £4400.
- d) Bank balance on 21st October is £11503.89, estimated balance on 31st December to be £11800.
- e) Spreadsheet attached.

3. Treasurers report on activity between meeting on 6th September and 21st October.

- a) Income for the period was £1862.00. Good income from our regulars of £734.00. Notable income from birthdays of £245, weddings £575 (all for future years), and equipment hire of £255. (£200 from Calbourne Mill who hired our trestle tables and 90 of our chairs for a wedding they were hosting).
- b) Expenditure for the period was £3550.36. Much larger than a normal period due to timing differences and a large number of exceptional items.
- c) Exceptional expenditure items:-
 - i) £400.00 for two secondhand 9mx4m marquees (the ones we have hired for the fete in previous years. The owner had decided to stop hiring marquees and offered us first refusal to purchase).
 - ii) £119.95 for four replacement chaffing dishes that were lost over the summer. The lost dishes were the personal property of HW and used for lunch clubs but I believe went missing around the time of our weddings this summer.
 - iii) £24.99 for a key safe.
 - iv) £84.00 for our annual boiler service.
 - v) £166.80 for 4 replacement taps for the wash basins in both toilets. The tap in the outside toilet had started dripping continuously and the tap in the inside toilet was

intermittent. The ceramic washers of the old taps were not replaceable, so the whole taps had to be replaced.

vi) £25.00 for amending our website to include the hirer notifying us of their desire to use the field or not.

vii) £138.11 to PPL/PRS for the music licence for year commencing 04/10/2019. Last years licence of £129.68 was not collected by them until February this year.

viii) £2313.48 to the PCC. £435.00 for fete floats. £1878.48 for fete 50% profits. (of which the PCC plan to give fabric trust £500.00, & fabric trust have already had £65.00 of fete proceeds)

ix) £150.00 donation to Village News from the fete proceeds in recognition of their support for the fete and that they do not charge for our monthly adverts of the Hall or the Church.

d) Spreadsheet attached.

4. MB Maintenance report.

a) I would like to purchase a cupboard (within the Annexe) to store our 5 gazebos. The box I made last year has not been a success as the lid is no longer a tight enough fit to keep any mice out. I have seen on B&Q website a Keter 6x2 large upright storage cupboard for £210. This is of a robust construction suitable for outside use and comes with a 10 year manufacturers guarantee. I believe it is large enough to store the two marquees as well (subject to further investigation). Link to B&Q website below.

https://www.diy.com/basket?redirectTo=%2Fdepartments%2F6x2-oakland-high-store-flat-roof-plastic-tall-garden-storage-cabinet%2F1286841_BQ.prd

b) We now have 78 tablecloth clips, cost £22.14 (stored in the kitchen cupboard with the tablecloths) to suit our Gopak tables.

c) Replacement wheelbarrow purchased on 25th Oct. £49.99. Previous one went missing sometime in September.

d) PAT testing for both Hall & Church was done on 26th September, not yet invoiced.

e) Boiler was serviced and dripping basin taps fixed on 24th September, bill paid.

f) The bench outside the Hall has now deteriorated where it needs to be replaced as the seat planks have now rotted sufficiently to be dangerous. Three choices, either take away the whole bench and not replace, or replace with new bench or replace the rotted seat planks. Molly should also be consulted.

5. MB Report other topics.

a) I have given Ros an old mobile phone of mine to use as the Bookings Secretary phone number. It is a pay as you go, Ros and I will be monitoring its usage to ensure we minimise its cost.

b) The contact phone number on the website has been amended accordingly.

c) Ros & I have also started using a dedicated gmail account for the Hall bookings. The website's contact forms are now directed to this new bookings gmail account.

- d) The bookings change over to Ros is now complete, so she is taking the bookings and also enters them as a provisional booking onto the website calendar. I update the calendar to a firm booking once I have received payment.
- e) We do need to discuss and set our hire rates for 2020 (Weddings already set at £450). This also includes discounted rates for village groups etc. My view is that David Bevington renamed the Church Hall and the Church Fete to be the "Village Hall" and the "Village Fete" to encourage support from the local residents. This support must be encouraged and offering a discounted or zero hire rate for village/community events would help to enlist this support.
Current rates are:- Commercial £14ph, Personal £12ph, Weekly regulars £8ph, Craft group £6ph, Lunch club is now £Nil (was £30 pday), Church/Choir £Nil, Church Hall & Fete Fund raising events £Nil, Village fund raising events for IOW charities £Nil.
- f) Has the PCC clarified what financial assistance they wish for as described in the constitution paragraph 2.3.?
- g) I attach current keyholders list.
- h) I have started a new "What's On" in the Village News. See attached.
- i) I have had the website booking form amended to ask hirers if they require the field and for what purpose. See link below.
<https://shalfleetvillagehall.org.uk/hire/booking-enquiry-form/>
- j) Dogs in Hall. Dogs are banned from Lunch Club. I believe it possible to allow hirers to have dogs in the Hall if specific permission from the committee has been sought & granted. This permission is dependent on the hirer agreeing to them conducting a specified cleaning routine at the end of the hire. (they would need to allow sufficient time in their booking for both the event and the cleaning.) We would need to draw up this specified cleaning routine.
- k) Our bank account signatories are currently myself, Brian & Michele. It is wise to continue to have 3 signatories so a volunteer is required to replace Michele. I also seek permission to apply for a debit card for our bank account. At the moment any purchases I make need to be from my own funds and then I process a bank transfer to reimburse me at a later date. The advantage of a bank debit card would reduce my time spent processing the refund bank transfer to myself.