Shalfleet Village Hall Management Committee

Meeting Notes

Friday 17th January 15:15

Present:

Brian Mead (Chair)
Rosalind Freeman (Bookings Secretary)
Catherine Powell (Secretary)
Michael Beavis (Treasurer)
Hilary Waitt (Member) from 15:50

1. Welcome/Apologies

The Chair welcomed members to the meeting. It was noted that HW would join us as soon as she was able.

2. Minutes of the meeting of 1st November 2019 for approval

The minutes of the above meeting were approved for circulation to the PCC and publication on the SVH website, subject to amendment to item 8, to 'use of the hall for winter Sunday services, as from 24th November, and timings 10:00 to 12:30'.

Committee noted the post-meeting addendum provided by MB.

ACTIONS:
MB to place approved minutes on web-site.
CP to circulate to Nick Oulton (NO) & Prue Osbourne (PO).
BM to provide CP with PO e-mail address.

3. Actions arising from meeting on 1st November

Approved minutes on the website

MB had completed the above and had also added updated terms and conditions of hire and the revised policy on dogs in the hall.

Update on hay meadow
A copy of the post-meeting addendum has been sent to NO, who has agreed the content.

Further correspondence has taken place between MB and Chloe Sutherland (CS). MB has subsequently communicated with Jamie Cramp to clarify costs.

Decisions:
The field will be cut as a Spring meadow (by Ian Brett). This will cost £100 if the grass cannot be used for hay, and £50 if it can be. The PCC will fund this cut, which, from 2021 will take place no later than 30th June (but by 11th June this year to honour an existing wedding booking). The actual timing of cutting is weather dependent and may take place earlier than these dates.

Jamie has quoted £60 to undertake subsequent trimming, e.g. on a monthly basis. If the grass is to be collected, cutting may need to be more frequent, as long grass does not

collect well. The grass can be placed on the compost heaps. The village hall will fund these cuts; costs will be either 3 x £60 (if the grass is left) or 5/6 x £60 (if collected) i.e. either £180 or £300/£360.

NB A decision is still required on who manages the engagement of each of these contractors. MB, as treasurer requested control of payments to Jamie.

ACTION: The above highlighted section to be shared at forthcoming PCC meeting, by BM. Committee are asked to agree wording with immediate effect. (ALL)

Cycle Racks – to seek PCC approval for build and location

This item deferred, as the PCC had not met since the last Village Hall Management Committee Meeting. CP noted that Brighstone Church had recently added cycle racks as part of an initiative to encourage cyclists to call into the Church. MB suggested that the preferred location would be by the compost heaps, where currently there was space for only one small car.

Car Park – update from PCC

This item also deferred, as above. Members expressed frustration about the lack of a decision on whether to go ahead with the car park; or for it to be dropped from the agenda.

SVH mobile telephone contract

The costs to date are £7.40 over a five-month period. It was noted that a contract would incur greater costs, so it was agreed to keep the current arrangements of 'pay as you go'.

Purchase and fitting of external electrical sockets

MB had obtained a quote for £485 to fit two electrical sockets, one on the Annex and the other on the side of the Hall (by the outside loo). It was agreed that this was a needed investment and facility. Given the scheme of delegation, permission to spend this amount would be sought from the PCC Treasurer/Churchwarden. ACTION MB.

Storage shed for gazebo & marquees

MB reported that he had now purchased a waterproof storage shed, as agreed at the last meeting and it was in situ in the Annex.

Bench Repair

Members had noted that the planks on the bench outside the main Hall door were rotting and concern had been expressed that they needed to be replaced. Timing was discussed as the family who donated the bench had booked the Hall for Molly Earle's 100th birthday party in May. There was a discussion on the use of recycled plastic/wood. MB would obtain costings. ACTION MB.

4. Booking Secretary's report

RF gave a verbal report and update of bookings and enquiries. Future bookings include the election of the Police and Crime Commissioner in May 2020 and a number of weddings. There is continued routine use of the hall by various groups each week. A group called Serenity Sounds were making enquires for bookings on an ad hoc basis, as well their weekly bookings. RF had also received a request for the Hall to be used for yoga/meditation sessions early on a Sunday morning. This is part of a trial of a three-day retreat, on 24th/25th and 26th April. Committee noted that this would need to be fitted in prior to 09:30, to ensure that the Hall was free for the Church services (this use is likely to continue until May tbc, as March had also been suggested).

Committee discussed the booking for the Hall to celebrate Molly Earle's 100th Birthday; this would likely include invites to many Shalfleet residents. RF requested that the booking fee was waived in recognition of this special event. This was AGREED.
RF also discussed the use of the key safe for both opening and closing the Hall; given that those using the hall would have had an orientation visit. She requested that the appropriate code (which is changed approximately every two months) was given to those booking the hall on receipt of their booking fee. This was AGREED.

The Chair thanked RF for her report.

Post-meeting addendum:

A process for managing sharing the key code information with Hall users has been agreed between RF/MB. This means that the code will be shared two weeks prior to usage, at the same time as a copy of the T&Cs are provided.

5. Treasurer's report

MB presented two spreadsheets. The first was a period spreadsheet from 21st October to 31st December. Income for the period was £971.00 (including £232 of income from regulars for bookings for January) and an expenditure of £601.98. This included a one-off payment of £220.00 for the purchase of the new storage shed; and the purchase of a wheelbarrow to replace the one that went missing at the time of the fete. The cost of the fete volunteers party was partially offset by the raffle held at the event. Resultant surplus for 9 weeks of £369.02. Consequently, the Hall's bank balance rose to £11,872.91.

There were no specific queries about income or expenditure; although CP noted that in line with charitable objectives it was important that surplus funds should be used to benefit the community. MB noted that risks included possibility of reduced income if there was inclement weather on 'fete day' and that, should the car park improvements be progressed this would incur significant capital expenditure. All agreed that the Hall should provide a bright and welcoming space, with modern facilities.

The second spreadsheet for whole year from 1st January to 31st December had been prepared in readiness for the Hall's AGM. This also showed the variance between 2018 & 2019. BM informed the committee that the AGM was likely to be held on 24th April, as NO had planned for the AGMs for the Hall Committee, Fabric Trust and PCC to take place on the same date.

Total income for year (2019) of £12,131.00 (an increase of £1282.84 (11.8%) over 2018). Income for year includes £475 deposits for 2020 weddings and £400 deposits for 2021 weddings. Total expenditure for year of £7641.55. Resultant surplus for year of £4489.45 after allowing for new capital expenditure of £1179.36 (Annexe lights, two marquees and the shed). Bank balance rose from £7383.46 to £11,872.91.

The Chair thanked MB for his report.

6. Repairs and maintenance

MB informed us that the six-monthly Fire Alarm testing had been completed. He had purchased a couple of small items for the hall kitchen (sieve and funnel) and noted that he would be purchasing another draft excluder for the door. He noted that the hall walls were beginning to look in need of a coat of paint and offered to purchase the paint (a trade white paint) at the cost of approximately £50 and carry out the work himself. He was encouraged

to ask for help from others on the Committee. MB also suggested that the floor needed 're-doing'. The cost for this is likely to be in the region of £500. The work would take place in the Summer, when regular users were taking a break, as the hall would be effectively 'out of action' for 3-4 days. The need for this maintenance was agreed.

ACTION: MB to organise repainting the walls.

ACTION: MB to get a quote for re-doing the Hall floor (sanding and re-varnishing).

7. Members items for discussion:

Village users

An 'advert' to promote the use of the hall by villagers in the December Village News had yielded a nil response. CP agreed to meet with RF to discuss ideas for a future 'social programme'. The movement in of residents to the newly built houses may provide an opportunity to put on more events.

Cleaning

At the last meeting, the Committee expressed their gratitude for the voluntary cleaning undertaken in the Hall, but had concerns about viability into the future, especially if there was increased Hall use. MB, as caretaker/manager of the Hall is content to continue to clean, with support from Maureen Beavis. This would be kept under review. Thanks were offered for the excellent standard of cleanliness.

Charity Use (e.g. Mountbatten)

Committee discussed whether there should be a reduction/no fee for use by charities. The view was taken that, in general, 'island-wide' charities should pay for hire.

Hire rates for 2020

Minor revisions to the fee-structure were made and these will be placed on the website. In addition to the Hall rates, charges were agreed for use of items (e.g. gazebo, marquees). A fee of £1 per tablecloth wash was also agreed.

ACTION: MB to place new fee structure on the website.

AOB:

A request had been made by Porchfield Village Hall for a link to their website from the Hall website. This would be a reciprocal arrangement. There did not appear to be a conflict of interest and this action was AGREED.

ACTION: Link to be added (MB).

Committee members MB, CP and HW agreed to be named, and have phone contact details provided, on the website in order to provide assistance to any hirer who needed to make contact if RF was unavailable.

8. Date of next meeting: March 6th, 2020, at 15:15.

NB CP will be away. Quoracy requires there to be three members present. A note-taker will be required, please.

Post-meeting note: MB has kindly offered to take notes.

Other dates for 2020:

May 1st

July 3rd

Sept 11th

AGM: 24th April

The meeting closed at 17:20.

Approved: (Chair)

Date: