

IBSLEY VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES OF THE 56TH MEETING HELD ON 17th JULY 2018

Attendees	Peter Trebilco (PT) Andrew Gill(AG) Julie Richardson (JR) Ian Wilson (IW) June Elsworth(JE) Alleyn Wilson (AW) Terry Ings(TI) Linda Riddell (LR)	Chair Treasurer Bookings secretary Secretary Elected member Elected member Horticultural Society Artlink	Trustee Trustee Trustee Trustee Trustee Trustee Representative Representative
Apologies	Lindsay Burtenshaw(LB) Paul Hughes (PH) Laura Stainton-Burell(LSB)	Parish Council Kingfisher Parish Council	Representative Representative Representative

1. Minutes of the meeting held on 15th May 2018 and Communications

These minutes had been previously circulated. They were agreed to be correct and a copy was signed by PT.

IW had written to Hyde school thanking them for flexibility in dealing with a wedding booking during the period of the school play preparations bookings. This had involved committee members moving props and covering stage set on several occasions so as to have the hall in a suitable state for the wedding celebrations. A letter was subsequently received from the school thanking us in general terms and noting a desire to hire the hall again in 2019.

IW also pointed out that the Charity Commission had issued new guidance/law which extends the ban on someone who has committed a fraud or is bankrupt from being a trustee. The extension applies to crimes of a serious or sexual nature.

In addition to apologies LB had helpfully listed a series of comments on many of the matters recorded below – positively on refurbishment and on a possible quiz and noting the need to gain Natural England approval for work external to the curtilage. These comments had been circulated.

2. Matters Arising

ADVERTISING BANNER – **AW** asked for this to be carried forward (see note in section 5).

ROOF VOID INSULATION – **AG** asked for this matter to be carried forward.

DATA PROTECTION – **IW** asked for this to be carried forward.

INTERNAL NOTICE BOARD – The notice boards had been categorised and relevant groups encouraged to title them. The hall administration board had been tidied up and the posted display of committee members brought up-to-date. A summary of the committee meetings minutes had been posted. IW would continue to update this board. **JR** agreed to look at providing a website link to the full minutes.

ENTRANCE TRACK – PT had written to Natural England for views on the proposed work. It was recognised that obtaining these views would take some time.

STOP COCKS – **IW** asked for this to be carried forward.

COMMITTEE MEMBER CONTACTS – **IW** asked for this to be carried forward.

3. Refurbishment

PT had produced a summary of the areas of concern – this is attached as APPENDIX I. TI had circulated a quote for materials which would produce a long lasting finish on floor resurfacing. The on-going maintenance of resurfacing had been a particular concern, so TI was encouraged to seek a contractor for the work.

Individual areas of concern were discussed. For example, renewal of lighting with LEDs would give less maintenance and lower electricity cost; insulating the roof space would also give on-going savings; larger kick plates on some doors would protect decorations and installing a hearing loop would benefit some users. However, it was agreed that the project should be regarded as a whole from the point of view of grant application and 50th anniversary of the hall. It was envisaged that a total cost within the band of £5k to £15k was appropriate. TI and JR agreed to seek an upgrade project designer via contacts.

4. Treasurer's Report

AG presented a report attached as appendix II. The total balance in accounts was at a record high of more than £33k. The rise of around £2k since the last meeting was partly due to fewer heating and electricity costs in this season and partly due to a series of payments for bookings received. It was recognised that this may be helpful in funding the refurbishment project.

AG was content to continue with the present accountants KJO.

It was agreed that AG would give notice on the 100 day account in order to seek an account with a higher interest rate.

5. Booking Secretary's Report

JR reported that while regular bookings had continued one-off bookings had been very slow during this period.

6. Building Maintenance Report

PH had intimated that personal commitments made it difficult for him to continue to take responsibility in this role.

LR kindly agreed to renew the kitchen washing up bowls.

JR agreed to test clean one curtain and obtain an estimate for cleaning all curtains. This was partly to determine whether curtain renewal would be included in refurbishment.

AG noted that the booking form did cover the matter of hall users safely using their own electrical equipment as their responsibility. User groups were encouraged to get such equipment PAT tested prior to use in the hall.

7. **Curtilage Maintenance**

TI reported that he had organised at low cost for weeds to be cut down around the hedging plants. He noted the need to check that the curtilage was clear for a wedding planned for 10th August and a caravan event on the 11th October. The long heatwave had not been beneficial to the grass or hedging, but the latter was gradually improving. The use of longer guards had been effective and it was agreed that the plants would self reject the guards eventually.

8. **AOB and DONM**

As part of the 50th anniversary celebration PT raised the matter of a quiz evening. This had general approval. It would have a cost of £10 per head, to include a meal. **JE** would investigate meal provision options and cost. The date is to be Saturday 27th October. It would be non-profit making with hall finances covering any loss. **PT** would produce a flier design. User groups and local residents would be encouraged each to form a team, with an aim of 6 to 10 teams of up to six people per team. The questions and answers would be in a written form, with some local Ibsley content.

The next meeting was scheduled to be at 7:30 on Tuesday 18th September, venue to be advised.

The meeting was closed at 8:30.

APPENDIX I - REFURBISHMENT REQUIREMENTS

1. MAIN HALL

Floor

- 1.1 Minor repairs where bits of wood have become detached
- 1.2 Sand to remove old polish and treat anew (propose product to be used to minimise future maintenance whilst minimising damage from chairs and tables)

Walls

- 1.3 Apply product/sheeting below lower dado rail (propose product to be used to modernise appearance)
- 1.4 Paint woodwork - upper dado rails, door surrounds, stage surrounds, kitchen hatch surrounds, upper window sills, doors (including door into committee room)
- 1.5 Paint walls (include entrance to stage)

Ceiling

- 1.6 Replace existing strip lights (propose fittings to be used to provide at least current lumen provision)
- 1.7 Paint ceiling

2. KITCHEN

- 2.1 Replace flooring with similar/same product
- 2.2 Replace existing strip lights (propose fittings to be used to provide at least current lumen provision)
- 2.3 Install dishwasher in place of a cupboard or cooker – tbd (optional)
- 2.4 Paint woodwork
- 2.5 Paint walls

3. COMMITTEE ROOM

- 3.1 Replace existing strip lights (propose fittings to be used to provide at least current lumen provision)
- 3.2 Paint woodwork
- 3.3 Paint walls

4. REAR CORRIDOR

- 4.1 Replace existing strip lights (propose fittings to be used to provide at least current lumen provision)
- 4.2 Paint woodwork (excluding rear external doors)
- 4.3 Paint walls

5. DISABLED TOILETS

- 5.1 Paint woodwork (excluding doors)
- 5.2 Paint walls

6. FRONT LOBBY

- 6.1 Replace existing strip lights (propose fittings to be used to provide at least current lumen provision)
- 6.2 Paint woodwork (including swing doors but excluding front doors)
- 6.3 Paint walls

TO BE EXCLUDED

- Front store room
- Toilets in main hall (except currently unpainted doors)
- Stage (except for surrounds, entrance and right hand wall)
- Painting all ceilings except main hall and any repairs due to new light fittings
- Entrance doors and external doors
- Window and stage curtains plus window blinds

Appendix II - Treasurer's report 17th July 2018

Current cash/deposit account status:

Lloyds accounts	£2,313.77	
Virgin Money Accounts (interest to 31/05/18)	£29,000.00	
Secure Trust Bank 120 day notice (interest to 30/06/18)	£2,284.52	
Total	£33,598.29	(£31,540.18)

Cash status

There is a circa £2000 increase in total cash since the May 2018 committee meeting. We have received two payments from KSMBs and Qigong (June and July) and payment from Artlink and Mike Bragg together with income from Dog Trials, Pilates weddings, the hire of tables and chairs and miscellaneous hall hires.

We have had minimal expenditure having only paid for some grass clearing, the June electricity bill and outside window cleaning,

Deposit accounts

We received £123.86 in interest from Virgin money and added a further £1876.14 deposit to take the balance to £29,000.00. I am minded to give notice on the 100 day account £12,000.00, the interest is only 0.8% which is too low for the lack of flexibility. Once the funds are received we can see if there are better opportunities.

Interest of £7.04 was received from Secure Trust Bank for the quarter ending 30th June 2018

Electricity

The 3 year fixed price electricity contract finishes in March 2019 .

Year End

We have received an amended Letter of Engagement from KJO Accountants which incorporates the new GDPR needs

ASG17 /07/18