

## **Minutes of a meeting of the Briantspuddle Village Hall Committee held on**

**6 March 2024 in Briantspuddle Jubilee Room**

**Present:** Stuart Chorley (Chair), David Harle, Fiona Hogger, Sally King, Cindy Read, Allan Smith (Treasurer) and Tamsyn Tankard-Evans. Also present Lesley Wilcox (Minutes Secretary).

- 1. Apologies for absence** – Anne Colquhoun (Secretary) and Angela Tozer (Bookings Secretary)
- 2. Notice of conflicts of interest** – none reported.
- 3. Approval of the minutes of the meeting of 3 January 2024** - agreed and signed.
- 4. Quorum for meetings**

The Trust Deed states that a quorum is not less than a third of the committee; with 9 members that gave a quorum of 3. In the event that those 3 felt that discussion and/or decisions on significant items should be dealt with by the full committee this could either be done by e-mail or the item held over until the following meeting.

### **5. Treasurer's report**

The accounts for the last FY are still with the auditor and would need to be agreed before the AGM.

Allan had already circulated the accounts summary for the end of February together with the list of bookings. A margin of approx £800 had been made on Burns' Night and approx £400 on the recent Artsreach evening. There had been no other significant income. Income from hall hire for the first 3 months of the FY was similar to the same period in the previous FY. There were no significant new bookings but the local and general elections were likely to provide extra bookings. Re expenditure, electricity costs would rise by approx £20 pm and more cleaning materials were required. The shop had advised that they were to stop paying their £25pm donation.

Allan advised that the exterior gloss paintwork needed attention; he had asked for a quote from the contractor who carried out the work previously but would ask for more. He expected that quotes would be in the region of £2k as scaffolding would probably be required to do the work. It was also thought that some work might be needed to the double doors which had been badly affected by recent rains.

The shop had also advised that, as the Broadband signal into the hall was unreliable, they would not request a contribution towards the monthly payment (approx £17pm). There was some discussion about the variability of the signal and what had been done to try to improve it; this needed further examination. In the meantime, Stuart proposed, and it was agreed, that the hall should continue to meet a share of the cost. Allan was also concerned that there should be a formal agreement with the shop concerning the shop holding a set of keys to the hall and using the hall facilities. Stuart will write to the shop about both issues.

Allan's forecast for the FY was for a margin of approx £2k but this could be more depending on Artsreach and Open Gardens events. He might transfer £2k from the no 1 to the no 2 account once the last year's accounts were agreed. The no 2 account was primarily to cover the cost of re-thatching which would probably be needed in about 15 years time. A recent quote for the work was £65k and there was currently approx £40k in the no 2 account. It was also hoped that grants would be available to help with the work.

## **6. Booking Secretary's report.**

The list of bookings had been circulated; there was nothing further to report.

## **7. Reduction of carbon emissions and Sustainability Statement**

Tamsyn had already produced a Sustainability Statement and she will summarise this for publication on the community website.

## **8. AGM**

To be held on 22 May 2024.

## **9. Open Gardens 2024**

Sunday 23.6.24. The event was being planned by a sub-committee.

Attractions: Currently 16 gardens would participate, a vintage car display and an art exhibition would be staged at Affpuddle Manor and the church would be holding a flower festival. Refreshments will be available in the village hall.

Sponsorship: A local company had been asked about sponsorship, the brewery at Crossways would be offering a 50% discount on any purchases and Parkers Estate Agents will advertise the event on their boards. The Parish Council has made a grant of £250 towards the cost of printing the leaflets.

Amenities: A field had been offered as a car park. Transport between the sites was still being considered.

Security: advice will be sent to garden owners about insurance, security of their property and risk assessments. A formal record would need to be kept in order to demonstrate that the event organizers had taken all reasonable precautions to prevent incidents.

## **10. Artsreach**

Stuart had been asked by the local Artsreach organizer whether improvements could be made to the stage lighting; the spotlights mounted on tripods could be replaced by 4 LEDs thus saving on floor space and improving energy consumption. The organizer was prepared to look into a grant application for this work and this offer was gratefully accepted. Allan said that lighting in the hall generally had been identified as requiring improvement and was one of his priorities.

## **11. Social Club**

Stuart had received a request from the Club for the committee to consider obtaining joint insurance for the hall and the Club as this might be more economical. The current arrangement is for both organizations to arrange their own insurance. The hall's current insurance was arranged through a policy that was specific to village halls and other charitable organizations and so could not cover the Social Club as it is a private members club. The policy was about to be renewed for a 3 year term. In addition;

- i. the hall's policy needed to cover the Hall Trustees' liabilities which are different to the Club's management responsibilities,
- ii. when this was raised in previous years the insurance broker advised that it would cost approx 40% more to arrange joint insurance;
- iii. even if it could be done, the Club would need to pay their share up-front to cover a 3 year term in order to protect the hall's finances.

For all these reasons, it was agreed that, whilst the hall wanted to support the Club, the Trustees' legal obligation was to act only in the interests of the Trust and so the joint policy could not be pursued. Stuart will write to the Club.

**10. 100 Club**

No issues to report.

**11. Any Other Business**

- i. PAT testing to be arranged.
- ii. Previous risk assessment records to be reviewed.

**12. Date of next meeting**

Wednesday 1 May 2024.

Lesley Wilcox

Minutes Secretary