

FIGHELDEAN VILLAGE HALL COMMITTEE

MINUTES OF THE 96th MEETING HELD ON 24JULY2019

Present: Mr B England (Chairman)
 Mrs C Hicks (Treasurer)
 Mrs M Try (Secretary)
 Ms T Cole(Hall Manager)
 Mr S Banton
 Mr D Hanson
 Mrs C Lacey
 Mr R Horner
 Mr T Mason (Holding Trustee)
 Mrs L Chapman
 Mr J Menzies
 Mr J Murray

Item		Action
1	<p>Welcome and Apologies</p> <p>The Chairman welcomed everyone present. Mr John Murray was introduced to Committee.</p> <p>Apologies for absence had been received from Ms J Dryden and Mr D Amison.</p>	
2	<p>Minutes of the 94th Meeting and Annual General Meeting</p> <p>The Minutes, having been circulated, were approved by those present and signed by the Chairman.</p>	
3	<p>Matters Arising</p> <p>3.1 Water Meter. The water meter has been moved 1 metre to facilitate reading.</p> <p>3.2 Ramp. The Hall Managers will submit an application to the next Area Board Meeting for a grant for a ramp to the Disabled Entrance.</p> <p>3.3 The Hall Managers will speak to the Football Club about their use of the facilities.</p> <p>3.5 Defibrillator. Negotiations continue with the WMC regarding purchase of a second defibrillator. The Chairman had been advised that the Village Hall defibrillator should be replaced so that the units are identical.</p> <p>3.6 External Condensers. The condensers have been serviced. The Chairman will</p>	<p>JD/TC</p> <p>TC BE</p> <p>BE</p>

	<p>investigate whether they have been reset.</p> <p>3.7 The toilet seat has been replaced in the Men's Toilets.</p> <p>3.8 A serving trolley has been purchased and monies reimbursed to C. Lacey. Mrs Lacey will investigate the suitability of a stainless steel table offered to the hall.</p> <p>3.9 Tables and chairs have been purchased for outside use.</p>	<p>CL</p>
<p>4</p>	<p>Treasurer's Report</p> <p>4.1 The Treasurer presented the quarterly accounts explaining that the balance is made up of both the Lloyds Treasurer account (current account) and Figheldean Events Account (Summer Fayre monies transferred across in December 2018). This quarter, 3 donations were paid from the Events Account (Quiz and Supper, Figgelfest and Lunch Club).</p> <p>4.2 The Chairman advised the Committee that the large balance in the Village Hall accounts did not comply with its charitable status and monies would have to be allocated for maintenance - these to be identified.</p> <p>4.3 The Chairman informed SWALEC that the Village Hall was a charity and therefore the vat charged of 20% was incorrect and should be 5%. This was calculated and a refund was made by SWALEC of £1,567.68.</p> <p>4.4 The electricity provider was changed as from 1st July - to Opus Energy. The Chairman will chase the final bill for SWALEC using his contact.</p> <p>4.5 Vodaphone invoices are £35.00 per month for Broadband compared to BT of £75 per month - significant savings.</p> <p>4.6 This quarter included some maintenance invoices - Repair to chair store roof, service of heating system and PPL PS Music Licence annual return.</p>	<p>BE</p>

<p>5</p>	<p>Hall Managers' Report</p> <p>5.1 Regular bookings continue and a new monthly booking increases annual revenue by £450.</p> <p>5.2 The Hall Managers have reminded the Physical Training Course Instructor that course members can only use the kitchen to fill water bottles.</p> <p>5.3 The quote of £335.70 +VAT for replacing the glass in two toughened glass windows in the Conference Room and the four occluded glass windows in the changing rooms was approved by the committee. The weathering on these frames does not compromise the double glazing. The Hall Managers will arrange work.</p> <p>5.4 Kitchen Fire Door. The door has been repaired but needs to be replaced. A quote of £1111.25 including VAT for 'a like for like' door has been received. It was advised that a more robust fire door should be purchased at a cost of £1145.00 including VAT. A second quote will be requested from the firm replacing the glass in the windows.</p> <p>5.5 A local carpet "rep" has offered to apply clear tape along the back of the join in the Conference Room carpet at no cost. This will reduce further fraying of the carpet at the join.</p> <p>5.6 Following discussion of the re-surfacing of the hall floor and repainting of the badminton court lines it was decided not to pursue at present.</p> <p>5.7 Following discussion regarding storage of the Art Exhibition equipment the Chairman and Richard Horner will investigate storage options.</p> <p>5.7 Hand dryers. All hand dryers need replacing. The Hall Managers will arrange.</p>	<p>TC</p> <p>TC</p> <p>JD/TC</p>
<p>6</p>	<p>Utilization and Marketing</p> <p>6.1 The website has been updated. Future village events can be advertised on the website.</p> <p>6.2 The hall is a member of the Wiltshire Village Hall Association. The association offers a hallmark scheme which rates venues. The annual fee is £30. It was agreed that it would be a useful marketing tool. Mr Horner will complete forms.</p> <p>6.3 In order to assess the benefits of membership it was decided to include the question 'How did you hear about us?' on the Booking Form.</p>	<p>RH</p> <p>RH</p>
<p>7</p>	<p>Improvements for the Hall</p> <p>7.1 Following discussion it was agreed to use scalplings to improve the drainage of the rest of the rear car park. Mr Menzies will enquire if scalplings are available from Wiltshire Council before the Chairman approaches Boswells.</p> <p>7.2 Derek Hanson will investigate the possibility and cost of installing a lift to the roof storage.</p>	<p>JM</p> <p>DH</p>

<p>8</p>	<p>Any other Business</p> <p>8.1 Requests for funds. The Ablington Wood Fund Raising Committee has requested a donation towards purchasing food for the Car Rally and Fete in August. Following discussion it was agreed to make a single donation rather than give support to individual events. £500 will be donated from the Fayre Account and £5000 from the Village Hall Account.</p> <p>8.2 The Treasurer and Chairman will review the Hall Managers' remuneration.</p>	<p>BE/CH</p>
<p>9</p>	<p>Date of next meeting</p> <p>The meeting was closed at 8.45pm</p> <p>The next meeting will be held on Wednesday 23 October at 7.30pm.</p>	