

FIGHELDEAN VILLAGE HALL COMMITTEE

MINUTES OF THE 98th MEETING HELD ON 21January2020

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

Item		Action
1	<p>Welcome and Apologies</p> <p>The Chairman welcomed everyone present and introduced Mrs Caroline Cave who has kindly agreed to take over the role of Treasurer.</p> <p>Apologies for absence had been received from Mr T Woodbridge,Mr T Mason, Mrs C Lacey and Mr D Amison.</p>	
2	<p>Declaration of Interests</p> <p>None declared.</p>	
3	<p>Minutes of the 97thMeeting</p> <p>The Minutes, having been circulated, were approved by those present and signed by the Chairman.</p>	
4	<p>Any Other Business</p> <p>4.1 The Monday Lunch Club asked the Committee to waive the annual £90 hire fee. The Committee agreed.</p> <p>4.2 There is a vacancy for a Holding Trustee. Caroline Hicks will place an advertisement in the next edition of The Parish Magazine.</p>	CH

5 Treasurer's Report

The Treasurer presented the following Financial Statement.

Quarterly Accounts October - December 2019

- Income -
 - December plus £591 but as not paid into account until January will form part of January figures.
 - Hirings income similar to 2018 despite losing School hirings income.
- Expenditure -
 - Videophone £105 per quarter a saving since moving from BT.
 - Electric figure includes final invoice from SWALEC and first invoices from new supplier Opus.
 - Maintenance - includes 6 monthly service to heating system together with smaller jobs - unblock gutter and repair kitchen waste as reported at October meeting
- Advertising -
 - Meeting Points - Village Hall advert annual cost
- Stage Uplighters - purchased as discussed at October meeting.
- Screen Projector - purchased from Simon as discussed at October meeting.
- Donations paid from Figheldean Events Fund Account - £75.00 towards Quiz and Supper event to be held in February.

Both 2017 and 2018 accounts have been audited by Derek Sheppard - both sets of accounts correct and all above board and signed off. Caroline to speak to Russell (his son) to ask for suggestions of what we can buy to say thank you.

Year End

January - December 2019

Income

- 2018/2019 - Hirings have remained on par.
- Arquiva Mast Rental - an additional £1,134.67 received due to rent review received in March 2019.
- Overall income has increased in 2019 due to rent review received.

Expenditure

- Major Repairs and Improvements - replacement of glass in windows of Meeting Room.
- Water Rates reduced as in 2018 there was a major water leak.
- Electricity - actual expenditure £1,577.79 due to credit received as VAT % had been incorrect - overall total cost similar total to 2018. New supplier

now in place.

- Insurance - 2nd year of agreed 5 year deal - savings made and further saving to be made in years 3 to 5.
- Telephone and Broadband - significant savings in 2019 since changing to a new supplier together with the credit received from Vodaphone as the switch from BT to Vodaphone not being carried as smoothly as was agreed.
- Minor Maintenance consists of: repair to cooker door, outside lights, tap renewal, chair store lead flashing, stage uplighters, kitchen water, gutters etc.
- Donations, servicing and annual fees: Save Our Woods donation, service of heating system 2 visits per year, membership to Wiltshire Hall Association, fire extinguisher service and replacement to fulfil BS standards.
- Marketing: website updates and advertising.
- Figcheldean Events Account donations paid: Quiz and Supper 2019, Halloween, Vintage Vehicle Event, Monday Lunch Club, Figgelfest.

Closing Balances Treasurer Account and Figcheldean Events Account - all balanced and correct.

Derek Sheppard happy to audit 2019 accounts when Year End is complete and closed.

As this is my last meeting - I hope that the changes implemented through my 3 years as Treasurer will go some way to help to sustain the accounts for the Village Hall and wish it all the success for the future.

Caroline Cave has kindly agreed to take over the role with the approval of the Committee - **Approval granted**. Changes can now move forward to various log ons for the utility bills, changes in contact details and most importantly access to the bank. All will be put in place with immediate effect. It may take 4-6 weeks before all changes and access is complete in the meantime I am happy to continue to keep things moving and to work alongside Caroline to go through things and prepare a budget for 2020, before a final handover takes place.

5.1 The Committee was mindful of the need to have only a "reasonable" balance in the Hall Account.

5.2 The renewal of the lease of the rear car park was discussed. The Secretary will research when the lease is due for renewal before a strategy is decided.

5.3 The subject of installing solar panels on the Village Hall was discussed. Brian England will contact RGV to investigate if help is available via "Feed in Tariffs."

5.4 Richard Horner gave a vote of thanks to the Treasurer on behalf of the Committee for her hard work and the savings and efficiencies she introduced.

<p>6</p>	<p>Hall Managers' Report</p> <p>6.1Income increasing. There are a number of regular events.</p> <p>6.2Tina Cole presented the proposed new hire charges. Following discussion of issues such as a Business rate, Grandfather rate for longterm hirers and a base rate charge for hire of Hall and then a charge per head, it was agreed that Richard Horner would investigate the fees charged by other Village Halls in the vicinity before reaching a decision.</p> <p>6.3Erection of internal marquee. At present the Hall Managers are dependent upon volunteers to help erect the marquee manually. John Menzies will investigate the range of mechanical/electrical aids available and their cost.</p>	<p>RH</p> <p>JM</p>
<p>7</p>	<p>Utilization and Marketing</p> <p>7.1Mr Horner presented a draft of the Figheldean Village Hall Operating Instructions. Mr Horner was thanked forhis hard work and the Operating Instructions were unanimously approved.</p>	<p>RH</p>
<p>8</p>	<p>Health and Safety</p> <p>No issues.</p>	
<p>9</p>	<p>Hall Improvements</p> <p>9.1The stage curtains need replacing. A winching system to operate the curtains would be helpful.</p> <p>9.2Ice on the path at the rear of the building. This is the result of condensation from the unit on the wall. Brian England will investigate sourcing a bespoke tray of the right dimensions to collect the water.</p>	<p>BE</p>

	<p>The 99th meeting and AGM will be held on Wednesday 18 March at 7.00pm.</p>	
--	---	--

	<p>The meeting was closed at 8.45pm.</p>	
--	--	--