



## Cherhill Village Hall Minutes of a Trustees Meeting held on 12 May 2017 at 7.30 pm

### Present

Adrian Wright, Margaret Angell, John Cavanagh, David Cracknell, Bob Deacon, David Evans, David Grafton, Sharon Simmonds, Julie Sinnick, Jo Taylor, Simon Tomlinson

### Apologies

Madeline Harley, Maggie Moore

### Election of Officers

The Chairperson confirmed that Trustees could be elected for a period of 1, 2 or 3 years. The following Trustees were elected;

- 1 year term – Margaret Angell, Julie Sinnick, David Cracknell, Madeline Harley
- 2 year term – Bob Deacon, Sharon Simmonds, Adrian Wright, David Evans
- 3 year term - David Grafton, John Cavanagh, Simon Tomlinson, Maggie Moore

Chairperson – David Evans

Proposed by David Grafton  
Seconded by Sharon Simmonds

Vice Chairperson – Simon Tomlinson

Proposed by Bob Deacon  
Seconded by David Evans

Secretary – Jo Taylor

Proposed by David Evans  
Seconded by Sharon Simmonds

Treasurer – David Cracknell

Proposed by Bob Deacon  
Seconded by Adrian Wright

Assistant Treasurer – Bob Deacon

Proposed by David Evans  
Seconded by Sharon Simmonds

Booking Clerk – Maggie Moore

Proposed by David Grafton  
Seconded by Julie Sinnick

Assistant Booking Clerk – Margaret Angell

Proposed by John Cavanagh  
Seconded by Sharon Simmonds

### AGM

The committee expressed their disappointment in the lack of attendees to the Annual General Meeting held earlier in the week. Jo confirmed that all user groups were emailed at the addresses provided and only two replies were received – from Liz Bates who

attended the AGM and Vince Kelly who couldn't attend as he takes classes on a Monday evening.

### **Minutes of last meeting**

The minutes of the last meeting held on 30 March 2017 were agreed and signed off.

### **Matters arising from minutes**

Sharon confirmed that she gave details of the accountant to David C after the last meeting.

The committee met tonight in the small meeting room. At the last committee meeting, concern was expressed about the state that the small meeting room was regularly left in. Adrian suggested that leaving the meeting room set up with tables and chairs could discourage people to use it as a temporary store and send out a message that it is generally to be used for meetings.

### **Treasurer's Report**

The Treasurer reported the following bank account balances;

- **Lloyds Treasurers 'operating' account - £16,524.00.**

The high balance reflects income received on the first 4 month's hire charges.

Significant recent expenditure has been £558.00 insurance bill and approx. £400.00 for two utility bills.

David C advised that the fixed term agreement for electricity is due for renewal. SSE have offered a two year fixed rate of 11.8p per Kwh (+1p per Kwh on the current rate). All present agreed to accept this proposal.

**Agreed by all present**

- **CAF New Village Hall account - £11,415.00**

### **Hall Bookings**

Margaret Angell advised that bookings are busy. There is an East African & Indian pop up restaurant event in the hall on Saturday which should be well attended. It is understood that the hirer has arranged their own temporary licence for alcohol. A children's party has been booked for 21 June and the Theatre group have performances booked on 9<sup>th</sup> and 10<sup>th</sup> June including a matinee on the Saturday to replace the performance originally planned for the 8th June (now been taken over by the general election). The Scouts appear to be using the hall intermittently which we understand is due to difficulties in organising adequate supervision. Simon T advised that Art classes now tend to run on by a couple of weeks (over and above that booked) so we need to possibly keep an eye on this when it comes to invoicing.

### **Review of Terms of Hire/conditions/charges etc**

John Cavanagh confirmed that the Conditions of Hire are now up to date but there were a number of documents that required tidying up before a complete set of documents for prospective hirers could be completed and uploaded. Jo T offered to re-type the Booking Form with the new logo banner and pass by Maggie M for a brief check prior to uploading.

**Action: Jo Taylor**

Fire/Risk Assessment safety documents have been completed by David C and Key Holder Policy has been previously completed by Jo T.

### **Fire Risk Assessment/Risk Assessments in general**

David C produced a number of documents that he has prepared and that have subsequently been uploaded to the website by John C in the Trustees section. Thanks for all your hard work on this David.

David has carried out a Fire Safety Maintenance Check list and suggested that this could be developed into a simple tick sheet that Trustees could look through whenever they were in the Hall. Upon discussion it was agreed that it would probably be better if a number of Trustees were tasked to carry out the checks as appropriate and that a Maintenance Manual containing all associated paperwork should be kept somewhere in the Hall for reference.

**Agreed by all present – nominations required.**

David C has checked Government guidelines and advised that we could possibly seat a few extra people for dining events if we wanted to. We currently say we can seat 110 but we could seat up to 125 (chairs permitting !). As far as the set up for Theatre is concerned, we should remain at 110.

**Agreed by all present**

David C suggested that it would be good practice to provide an Accident Book in the Hall. It is the responsibility of individual hirers to provide their own Accident Books but should an accident occur it would be good practice for it to be cross-referred to the Village Hall Accident book as well. Simon T offered to purchase one on behalf of the Hall.

**Agreed by all present**

Further discussions took place about general risk assessments and the possible need to PAT testing so it was agreed to set up a sub-committee to work out exactly how much information is required and the best way to present it. David C, John C and David G agreed to get together separately to get this done.

**Action: David C, John C and David G**

### **New Village Hall project update**

Simon Tomlinson reported that progress has been slow in the first half of the year as the CRTBO (Community Right to Build Order) process is relatively new to Wiltshire Council.

The archaeological dig uncovered a medieval ditch on the site but away from where the building is proposed. The County Archaeologist has requested a 'watching brief' whilst excavating the foundations.

All of the consultancy work had now been completed and the editing of CRTBO is currently being carried out. Further consultation with the village is planned but informal consultation will take place first with Wiltshire Council and other interested parties.

Leading up to the referendum, flyers will be issued and a few paper copies of the CRTBO document will be made available for people who cannot access the document electronically. The referendum will use the Cherhill Ward for voting.

### **Wiltshire Village Hall Association Membership**

It was agreed to renew membership of the Wiltshire Village Hall Association. Point of contact to be John Cavanagh.

**Agreed by all present**

### **Any Other Business.**

Following a question at the AGM a discussion took place about the existing hand driers and whether they were efficient enough to carry out the task. It was felt that they were and that the rogue towel that had found its way into the Ladies WC may have been left there by one of the user groups. Hand drying methods to be by hand drier or paper towels.

Maintenance of handrails and rendered front wall to go ahead as soon as possible please. Bob D offered to arrange this with Ken who had provided a competitive quote and get the work underway.

**Action: Bob Deacon**

It was also agreed to replace the existing clip on microphone with a new one – cost £149.00. Bob D to purchase. Consideration to be made at a later date as to whether to purchase a separate sound bar.

**Action: Bob Deacon**

It was agreed to continue to advertise the Village Hall in The Villages magazine. John C offered to spruce the advert up and liaise with Adrian W in time for the July issue.

**Action: John C/Adrian W**

Simon T advised that Steve Gill had donated replacement light bulbs for the units that had blown in the Hall. We now have one set of spare bulbs but Steve advised that the bulbs are likely to become obsolete soon. Steve offered to help as and when we need to consider further replacements.

Planning to take place soon for the Village Auction. A tentative date of 6/7<sup>th</sup> October was put forward to start at 11.00 a.m. on the Saturday (the Friday is also required for setting up). David G suggested the proceeds this year are split 50/50 between the Village Hall and Cancer Research. Advertising of the Auction to be in the July and September editions of The Villages.

**Agreed by all present**

John C noted that he has received emails from the Wiltshire Village Hall Association asking if we wanted the Hall to be listed for Wedding Receptions. We have generally tended to avoid them in the past so it was felt that this wouldn't be necessary.

**Agreed by all present**

There being no further business, the meeting ended at 9.05 pm.

### **Date of next meetings**

**Thursday 22 June at 7.30 pm**

**Thursday 27 July at 7.30 pm**