



Cherhill Village Hall Minutes of a Trustees Meeting held on 26 October 2017 at 7.30 pm

Present

Adrian Wright, Margaret Angell, John Cavanagh, David Cracknell, Bob Deacon, David Evans, Maggie Moore, Julie Sinnick, Simon Tomlinson, Jo Taylor,

Apologies

Madeline Harley, Sharon Simmons

Minutes of last meeting

The minutes of the last meeting held on 28 September 2017 were agreed and signed off.

Matters arising from minutes

Bob confirmed that he has mentioned to decorator that there is some slight rusting coming through the paintwork on the railings. The Decorator has asked us to keep an eye on it and said he will return if it gets any worse. In the meantime, David Evans has offered to touch up the paintwork.

Action: David Evans

The VGA adaptor held by Maggie Moore will not work with all laptops. After some discussion it was decided that we should explain our current interface to any users so that they can decide themselves whether their equipment will connect to our adaptor or whether they will need to make their own arrangements. Any problems with this to be referred to John C or Simon.

The committee thanked Bob Deacon and Maggie Moore for their efforts in de-frosting and cleaning the fridges in the kitchen

David Grafton confirmed that Steve Cuthbert can carry out the 5 yearly electrical test on our behalf and that there would be a charge for this work. David also agreed to talk to Steve about the issues with the emergency lighting.

Action: David Grafton

Treasurer's Report

The Treasurer reported the following bank account balances;

- **Lloyds Treasurers 'operating' account - £20,933.00.**
- **CAF New Village Hall account - £11,075.00**

The Treasurer confirmed recent expenditure of £198.00 for the renewal of the p/net line into the Hall (up £12 on last year). Other than that there has been no major expenditure this month.

Hall Bookings/Licensing implications

Maggie Moore reported that Hall bookings remain busy. The Theatre Group have booked every Sunday and many Saturday's between now and the first two weekends in February when the Panto is going to be performed.

Christmas Fairs have been booked for 18 & 25th November. The Hall has also been booked for a First Aid course (repeat annual booking). The Church have booked the Hall for their annual Quiz night at the beginning of November. Two children's parties have been booked for the weekend 28/29 October. The Scouts appear to be combining with the Beavers and Cubs on Tuesday evenings. Foxglove & Ginger (Indian pop up restaurant) have booked the Hall for the evening of Saturday 24 March 2018 (repeat booking)

The following month's bookings have been reviewed and to the best of our knowledge comply with current licensing agreements.

Health and Safety

Bob Deacon noted that the existing emergency push bar mechanism to the pair of doors to the rear of the hall doesn't appear to be working very well. Bob offered to obtain a quote to replace with a new one.

Action: Bob Deacon

Regular checks are being carried out in accordance with the schedule and we are unaware of any issues to date.

Annual Return to the Charity Commission

The committee offered their thanks to David Cracknell for all his hard work in the preparation of the Annual Return. Committee members appreciated the new format and the way in which funds had been split out into restricted and unrestricted funds. The document will now be saved as a PDF and sent to the Charity Commission by the end of October.

Village Auction

The Village Auction was a great success. The event was well attended – numbers were up on last year and dealers were present in the audience. Lots were generally of a good quality across the board this year. A very enjoyable and well run event although very hard work. Bid values on the day totalled £3,000.00 and after vendors were paid from the proceeds of their sales, net profits totalled £1,374.00. £687.00 was sent to Dorothy House Hospice, and £689.00 retained by the Village Hall. Refreshment sales made £98.00 – thank you Julie. Expenses of £113.00 included flyers, posters, refreshments, and auction related paperwork.

Margaret Angell suggested that the committee recognised Celia Grafton's hard work in connection with the Auction. It was agreed to buy her a £30.00 gift token. Maggie Moore offered to obtain the token – thank you Maggie.

Action: Maggie Moore

Cherhill Village Hall, The Street, Cherhill, SN11 8XP

It was suggested that next year's event takes a slightly different format – possibly an Auction of Promises along with a few key items, one evening in October. The committee agreed to review this in the new year.

Agreed by all present

Car Park Hedge

David Evans noted that the hedge alongside the car park looks a bit unsightly now that it has been cut back and wondered whether a fence might be more appropriate. It was agreed to wait until the spring to see whether it comes back to life before considering this alternative.

Agreed by all present

New Village Hall project update

Simon reported that a formal public consultation will take place from January 6 to February 16, 2018 to enable Cherhill residents to provide feedback on the draft proposal. Most people will access the proposal on line but for those that cannot hard copies will be available to read in the Hall on the evening of 12 January and morning of Saturday 13 January 2018. A flyer will be produced to publicise the event. The document will also be available to view at Calne Library and Bank House and a small number of loan copies will also be available. The document will then be formally submitted to WCC for comments and a further consultation period will take place prior to submission to the independent examiner.

Any Other Business.

Simon suggested that the Village Hall run an open day/half day where Hall users could promote their services. It has been run before and was thought to be a worthwhile event. Event to take place in the Spring – March/April after the Pantomime has taken place. Item to be put on the next Agenda for discussion.

Hall Maintenance to be added back onto the Agenda for next and subsequent months.

David Evans confirmed that Calne Heritage Centre are going to take the old village prize cups.

Maggie noted that towels were still being left in the toilets. Following discussion, we need to either establish who it is and notify them, or simply dispose of them. The same applies to foodstuffs that are regularly left in the fridge. Maggie offered to try and find out who it is.

Action: Maggie Moore

Maggie asked whose responsibility it was to clean the fridges as both she, and Bob have spent time cleaning up after users recently. It was suggested that this should be a job for the cleaner, similarly checking and cleaning the oven if required. Jo suggested that the oven, hob and microwave could be put on a 6 monthly deep cleaning contract with someone like Ovenclean – they have local representatives. It is however the responsibility of hall users to leave all the appliances clean at the end of their session.

It was suggested that we send a letter to all groups notifying them that any food in the fridge will be disposed, and any coats/items of clothing left in the hall for a long period of time will be donated to charity.

Jo noted that there were a lot of high level cobwebs around the perimeter of the Hall, some of which she had removed. David Evans offered to mention this to the cleaner and the committee are to consider buying her some long handled equipment if she needs it.

Action: David Evans

Bob asked if there were any plans to review the hall rental charges for next year. It was decided to leave them as they are for the next 6 months. The recent review left concessionary rates as they were and increased rates for new users only.

Adrian noted that tables were left up in the meeting room after a recent meeting which meant the fire exit would have been blocked in the case of an emergency. Tables and chairs need to be stacked away at the end of each session to ensure that fire exits are kept clear. After some discussion it was decided to dispose of the tables in the meeting room (which had been donated by others) and replace with some that fold away to save some space. David Grafton offered to dispose of them and Maggie offered to obtain a price for replacement tables.

Action: David Grafton/Maggie Moore

There being no further business, the meeting ended at 9.15 pm.

Date of next meeting;

23 November at 7.30 – (please note JT cannot attend this meeting so can someone step in to carry out secretarial duties – many thanks)