



www.cherhillvillagehall.org

info@cherhillvillagehall.org

Cherhill Village Hall

Minutes of a Trustees' Meeting held on 22nd February 2018 at 7.30pm

Present:

David Evans (Chair), Margaret Angell, John Cavanagh, Bob Deacon, Dave Grafton, Julie Sinnick, Simon Tomlinson, Adrian Wright, David Cracknell, Jo Taylor, Madeline Harley

Apologies

Maggie Moore, Sharon Simmons

Minutes of the Last Meeting

The minutes of the previous meeting on 23rd November were accepted as a true and accurate record.

Matters Arising

Action to write letter asking groups to remove left items is carried forward.

Action: Jo Taylor

New tables and trolleys have been purchased and are a great success. Thanks to Maggie Moore for organising.

Action to get quote for deep cleaning the oven is carried forward

Action Maggie Moore.

Push bars on fire escapes are fitted and are a huge improvement. The one on the small meeting room door requires some further adjustment to ensure the bottom bolt locks correctly.

Action: Bob Deacon

Based on advice from the Fire Extinguisher inspector the extinguishers by the boiler and the escape door at the back of the stage have been re hung in new positions.

Emergency lighting has still not been fixed. Action carried forward.

Action: Dave Grafton

Smart meter has been fitted

Treasurer's Report

Bank balances :-

- Hall maintenance account - £20,100
- CAF New Village Hall Account - £11,065

The main expenses in the last quarter of 2017 were Heating Oil (£500), new emergency push bars (£400) and fire extinguisher inspection in addition to the usual other energy and telecoms bills, etc. All invoices for the last quarter of 2017 have been paid.

The Treasurer presented the Annual Trustees Report for the Charity Commission. In summary the village hall finances are in a very healthy state. In the last financial year the available funds have increased by £4,000 thanks to an increase in income, primarily from increased hall bookings, and a reduction in maintenance and solicitors costs over the previous year.

The report format follows Charity Commission guidelines and the Treasurer expressed some frustration that this requires focus on the processes and running of the hall as opposed to the tasks actually carried out which may be of more interest to village folk. An additional report will therefore be prepared for the AGM to provide this detail.

The Trustees Report requires independent examination which Rachel Harries has kindly offered to do.

All voted in favour of accepting the report subject to successful examination and thanked David for the efforts he has put into preparing it. Once Rachel has signed the report then, so long as there are no or only minor changes required, it will be signed by the Hall Chairperson and Treasurer and submitted to the Charity Commission.

It was agreed that Rachel should be offered a small gift by way of thanks for her work.

Hall Bookings/Licencing Implications

Hall bookings continue to follow the usual pattern. There are no known implications for alcohol licences with forthcoming bookings. To note that two licences were used for the Panto.

100 club

There is a vacancy for a hall Trustee on the 100 Club committee. Madeline Harley agreed to join.

Maintenance

The faulty time switch on the outside lights has been replaced but on occasion the lights are still being left on at night on the rocker switches. A sign is required reminding hall users to turn them off.

Action Simon Tomlinson

One of the circular lights in the main hall is out.

Action Simon Tomlinson

Broadband – this is now working thanks to John Cavanagh's efforts. His recommendation is that the contract should be reviewed when the current one ends in September.

Action John Cavanagh

Emergency phone – all agreed that one should be installed near the stage lighting junction box. The phone will be restricted to dialling emergency numbers only.

Action John Cavanagh

Health and Safety

The step out of the emergency doors at the west end of the main hall are considered a potential hazard. Black and yellow tape is to be stuck on the threshold.

Action: David Cracknell

Data Protection

John Cavanagh has been on a course to understand the implications of the new General Data Protection Regulations (GDPR) which become enforceable on 25th May 2018. These new rules apply to anyone who holds the personal data of others. There are two main implications for the Village Hall Trustees :-

- We need to demonstrate that we are aware of the new rules and have procedures in place
- We need to appoint a Data Protection Officer (DPO)

John Cavanagh will prepare some procedures for us.

Action John Cavanagh

David Cracknell suggested we have a central data base of all persons and organisations that we deal with. John Cavanagh to investigate.

Action John Cavanagh

New Village Hall Update

Simon Tomlinson reported that the formal consultation phase of the project ended on 16th February. Over 20 formal responses were received – half in favour and half expressing various concerns or opposition to the project.

Work is now underway to use those responses either to alter the proposal document or provide responses in the accompanying consultation statement. Once that is complete the document will be formally submitted to Wiltshire Council. They will review the document for compliance with legislation and planning policy, undertake a further consultation with the village, appoint an independent inspector to review the document again for compliance with legislation and planning policy and will then submit the document for referendum. We have no idea how long this will all take.

Any Other Business

Bob Deacon requested that extra cleaning be carried out after specific events, e.g panto performances, quiz night, auction, etc.

Action David Evans

John Cavanagh reported that the regular user agreement is now available on-line. It is very similar to the individual user agreement but with a few small modifications to suite.

Next Meeting

Thursday 22nd March, 7.30.

The AGM will be held on 12th April. David Evans to write a publicity piece to be published in the April edition of the Villagers Magazine.

Action: David Evans

There being no further business the meeting closed at 9.30pm