



Cherhill Village Hall

Minutes of a Trustees Meeting held on 11 July 2019 at 7.30pm

Present

Nathan Bliss, John Cavanagh, Bob Deacon, David Grafton, Alan Moore, Maggie Moore, Sharon Simmons, Simon Tomlinson (Chair), Nick White, Adrian Wright

Apologies

David Cracknell (Treasurer), Keri Lynch, Jo Taylor (Secretary)

Minutes of last meeting

The minutes of the meeting held on 4th June 2019 were agreed.

Actions arising are either completed or covered under today's agenda, with the following exceptions:

Rationalise cupboard space

Action MM/KL/NW

Treasurers' reports

Lloyds "operating" account £24,509 as of 4 July.

All hire invoices paid for first 4 months of 2019

Significant receipts of £727 for quarterly FIT payment and £1670 insurance claim for drain works.

CAF new VH account £9420.21

Banking details on Charity Commission website to be updated

Action BD

Hall bookings/Licensing

MM reported normal booking pattern.

Julia House using forecourt, water and toilets for charity walk on 20 July – same day as Village Fete.

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6 bar licences have been used to date. Barn Dance and Quiz will add 2.
Maximum in calendar year of 15.

Fault reports/Complaints

ST had replaced one kettle.

ST reported one ceiling light failed

Action ST

Oven to be professionally cleaned on 22 July. Filter?

Action MM

Outside light issues. Lamp to be shuttered

Action JC

Notice reminder about lights, windows at exit

Action ST

Hand driers in toilets – research linen rollers

Action NW

Health and Safety

Checking first aid box contents to be added to weekly list

Action DC

No incidents reported

Hall maintenance

David had circulated a list of weekly routine checks. It was agreed that faults should be reported using the on-line fault reporting system. **Action All**

If User Groups are believed responsible for fault Maggie would speak to them.

Action MM

David had also created a consumables stock list. Maggie will specify minimum stock levels for each item for addition to list.

Action MM

David will read FIT meters.

Action DC

Chairs

It was agreed that many of the fabric covered chairs are now badly stained. A source of new stacking chairs had been identified with prices £30-40+VAT. Non-fabric but comfortable stacking chairs which would eventually be useable in the new village hall are to be preferred. Further research needed. **Action BD/JT/MM**

Dishwasher

Maggie had researched rapid dishwashers. Installed price likely to be around £1000. A firm proposal with technical details required. **Action MM/AM**

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Barn Dance

Sharon presented proposals for a Barn Dance in the Hall. Expect to sell 50 tickets priced at £15 including food. Band cost £360. Food cost £5/head. It was agreed to support. Date of 12 October to be confirmed. **Action SS**
Proceeds to New Village Hall.

John to apply for bar licence.

Action JC

Alan to run bar with Bob

Action AM/BD

Auction

Date is 16 November. Usual publicity to be arranged.

Action AW/JC/DG

Suggested that 50% of funds should go to a heart charity in recognition of Sam's recent transplant. Charlotte to be asked.

Action NB

Final meeting to discuss on 24 October if necessary.

Action DG/MM

New Village Hall

Fund raising project is in progress. Early approaches had been unsuccessful. Simon had met Steve Burns at Hills Group who was sympathetic but since we are seeking substantial support he suggested we contact Mike Hills at Swindon.

Action ST/AM

A meeting had been held with Terry Kemp who had until recently been a successful professional fundraiser. He had already suggested some approaches, including preparing a fundraising strategy but we await his further proposals, including fees.

Action ST/AM

Nick suggested we ask each regular user group to draft a paragraph saying how the new hall would improve their experience.

Action AM

Next meetings and diary dates

22nd August – VH Committee

10th October – VH Committee

12th October – Barn Dance (date to be confirmed)

24th October – Possible date for final Auction meeting

16th November – Auction

28th November – VH Committee

(Dates confirmed with Booking Clerk; John to update online. **Action JC**)