



Cherhill Village Hall Minutes of a Trustees Meeting held on 9 January 2020 at 7.30 pm

Present

Nathan Bliss, John Cavanagh, David Cracknell (Treasurer), David Grafton, Alan Moore, Sharon Simmons, Jo Taylor (Secretary), Simon Tomlinson (Chair), Adrian Wright,

Apologies

Bob Deacon, Keri Lynch, Maggie Moore, Nick White

Simon thanked Alan and Maggie for hosting the meeting at their home in order to allow the Theatre Group to use the Hall for a rehearsal.

Minutes of last meeting

The minutes of the last meetings held on 10 October 2019 were agreed.

Matters arising from last meeting

Rationalisation of cupboards

Now complete

Commercial dishwasher

Dishwasher purchased and installed. All user groups have been emailed by the Chairman and instructions for use have been pinned to the dishwasher. Use of dishwasher to be restricted to regular hirers unless otherwise requested. Levels of detergent and rinse aid to be added to regular check lists and levels established. If found to be less than a quarter full please contact AM. Regeneration of water softener to be established and determined later.

Action: DC/JC

Christmas decorations

Have been taken down.

Hand Dryers

New paper towel dispensers have been fitted by Alan. Agreed to purchase one more for the Gents WC.

DC queried location of key for paper towel dispenser in Kitchen - ST to try and locate. All note – this has been located. Keys for both the old (kitchen) and new dispensers are hanging on the broom rack in the kitchen walk in store with a big label on them.

Replacement Chairs

Now becoming a priority. MM, JT and BD to action asap. Carried forward to next meeting.

Action: MM/JT/BD

Loft tidying

To be carried out once the Panto has concluded.

New First Aid box

To be pursued by Nick

Action: NW

Auction

Simon confirmed that he had received a thank you letter from the British Heart Foundation for the donation we made from part proceeds of the Auction. This will be published online in due course.

Action: JC

Treasurer's Report

The Treasurer reported the following bank account balance;

Lloyds Treasurers 'operating' account - £26,160.00.

DC has been working on the year end accounts and reported income in the region of £14,000.00 for the year against expenditure in the region of £10,700.00. This includes the purchase of the dishwasher which will be treated as a depreciating asset for accounting purposes. Our largest ongoing expense is cleaning, hall hire was up by around £500.00 in the year, the Auction made in the region of £750 for the hall (and £750 for The British Heart Foundation) and the solar panels have brought in around £1,600.00

CAF New Village Hall account - £10,025.00

The Barn Dance raised £875.00 and was the first fund raising event for the new village hall.

ST asked DC if he could estimate roughly how much VAT we could reclaim if we were registered by going back through the last 12 months purchase invoices.

Action: DC

Consideration to be given at a subsequent meeting as to whether we should move the account elsewhere to avoid the £5 monthly fee.

Action: All to please note

Hall Bookings/Licencing implications/Fault reports/complaints

Alan reported on behalf of Maggie. User groups remain with the exception of the Pilates class which has now ceased so there is a slot free on Tuesdays in the middle of the day.

Panto performances will take place on the evenings of Fri/Sat 24/25th January and Fri/Sat 31st January/1st February with matinees on Sat 25th January and Saturday 1st February.

There have been enquires about a few childrens parties.

Temporary Event Notice count to date for year ending December 2020

2 No currently planned out of 15 No

Village Panto (2 No)

Health and Safety

Alan advised that the fire extinguishers are being maintained on 16 January.

We need to establish whether any of our electrical items require PAT testing. DG suggested that Steve Cuthbert would be able to carry this out if required. Can DG contact Steve please?
Action: DG

JC confirmed that the electric test of all circuits in the hall will be due in 2021

Action: All to please note

Hall Maintenance

Boiler service has taken place – thanks to Nathan for arranging this. System still requires balancing as some radiators are running cold. Radiators to be monitored over the next few weeks.
Action: All to please note

ST offered to rationalise the bins at the side of the hall as only one is being emptied on a regular basis.

Action: ST

ST offered to tighten the WC seat in the Ladies WC – thank you Simon

Action: ST

JT to look into purchasing a new bin for the Kitchen

Action JT

As mentioned above, replacement chairs are now becoming a priority. SS suggested we consider a folding chair to assist with storage problems (per Market Lavington Village Hall

Action: MM/JT/BD

All agreed that the rendering and brickwork in the car park at the front of the hall is looking very tired. Possible solution to remove render to allow wall to breathe, face up the wall in timber cladding and re-bed brickwork coping as necessary. AM offered to obtain a price for this work.
Action: AM

New Village Hall project update

ST reported that Terry Kemp funding consultant, is working on a fund raising strategy document. AM & ST to meet Terry next week. AM is in the process of following up enquiries with National Lottery however they require a lot of detail before they will make any considerations.

JT reported that there is a possibility that a theatre production may be planned for the early summer in aid of the New Village Hall but this to be confirmed.

Any Other Business.

JT thanked the committee on behalf of the Theatre Group for vacating the Hall to allow rehearsals to take place.

ST queried the crockery that had been left in the Village Hall. JT confirmed that MM is aware and it will be removed at a later date.

Action: MM

Committee to consider redecoration of hall in the warmer months. JT suggested that when we are ready we approach our cleaners for a price as they advertise that they will carry out decoration works.

Action: All to please note

Date of next meetings

Committee Meeting - Tuesday Feb 18th at 7.30 pm (apologies received from SS)

AGM - Thursday March 12 at 7.30 pm (please note JT will be away).

Committee Meeting - Thursday 23 April at 7.30 pm

Potential Dates for Diary in the coming year;

Wine tasting - end March/beginning April

Barn Dance - November 28th

OWC Christmas fair - November 21st

Auction - 23/24/25 October - Auction on the Saturday 24th (hall will be required from lunchtime on Friday until the evening on the Sunday)

Church quiz - first week of November 6th

There being no further business, the meeting ended at 21.20 hrs.