



# Cherhill Village Hall

[www.cherhillvillagehall.org](http://www.cherhillvillagehall.org)

[secretary@cherhillvillagehall.org](mailto:secretary@cherhillvillagehall.org)

## Cherhill Village Hall Minutes of a Trustees Meeting held on 18 February 2020 at 7.30 pm

### Present

Nathan Bliss, John Cavanagh, David Cracknell (Treasurer), Bob Deacon, David Grafton, Keri Lynch, Alan Moore, Jo Taylor (Secretary), Simon Tomlinson (Chair), Nick White, Adrian Wright,

### Apologies

Maggie Moore, Sharon Simmons

### Minutes of last meeting

The minutes of the last meetings held on 17 January 2020 were agreed.

### Matters arising from last meeting

#### Commercial dishwasher

The dishwasher recently developed a fault whilst being used by the Oldbury Wednesday Club and flooded the kitchen floor – up until then it had been working perfectly. Alan arranged for delivery of some parts and an engineer called who confirmed that one of the components had a crack in it. A replacement part has been ordered by the engineer and is expected soon but until it is fitted the dishwasher remains out of action.

#### Replacement Chairs

To be picked up by Bob and Maggie once Maggie returns from holiday.

**Action: MM/BD**

#### Loft tidying

David Grafton confirmed that some loft tidying took place at the end of the Panto run but there is still more to carry out.

#### New First Aid box

A new first aid box has been purchased by Nick and is now in place - thank you Nick. Nick has produced a check sheet to accompany the box.

#### Auction

John Cavanagh confirmed that the thank you letter from the British Heart Foundation has been published online.

#### VAT

David Cracknell confirmed that if we were registered for VAT, a rough estimate of possible VAT reclaim would be in the region of £1,000.00 (approx 10% of expenditure). Overall it was not felt to be worth registering. ST thanked DC for carrying out this research.

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

Cherhill Village Hall is a Registered Charity in England and Wales Charity no. 1164373

### **CAF Account**

It was agreed to close the CAF account and move the balance across to a new Lloyds account. In addition, DC would also like to set up a reserve account (to contain 6 months expenditure in case of emergencies) and will action this after the AGM has taken place.

**Action: DC**

### **PAT testing**

David Grafton has approached Steve Cuthbert and is awaiting a response – David to chase up please.

**Action: DG**

### **Heating**

An Oldbury Wednesday Club meeting took place recently in the small meeting room and the room was cold as the radiators were turned off when attempts were made to balance the heating. ST suggested that we could consider allowing users access to the wall thermostat but JC felt this would knock out all of the scheduling. ST asked JC to check.

**Action: JC**

### **Bins/Ladies WC seat**

ST has rationalised bins and tightened the seat in the Ladies' WC - thank you Simon

### **Kitchen Bin**

Kitchen bin to remain as is for the time being.

### **Car park/wall render**

AM has approached Devizes fencing for a quotation. If we remove and dispose of the existing damaged render ourselves, they have allowed to fix feather edge boarding on battens with 500mm square copings stones to overlap the boarding for around £2,500.00 including VAT.

ST suggested we obtain an alternative solution for the boarding - something a bit more architectural and less like a fence. ST asked JT if Julian would be prepared to suggest a boarding format.

**Action: JT**

### **Redecoration**

JT to obtain a quotation from Prune and Broom for redecoration works.

**Action: JT**

### **Treasurer's Report**

**Lloyds Treasurers 'operating' account - £27,071.00.**

DC confirmed that all hall hire invoices have been paid up apart from one. There is currently a problem with the FIT payment which has yet to be paid. DC has followed this up and has been told that the system is currently out of kilter. DC to keep an eye out for payments.

**Action: DC**

DC has completed annual report and accounts and will be contacting Rachel Harries to see if she is prepared to audit accounts on our behalf so that we can get the annual return into the Charity Commission. ST to prepare a brief Chairman's report.

**Action: ST**

The AGM will take place on Thursday 12 March at 19.30 hrs. Refreshments will be made available after the meeting. **Please note JT will not be able to attend the AGM.**

JT to send out invitations by email to all groups towards the end of February. JT to draw up an Agenda and add a note concerning re-election. **Action: JT**

A notice about the AGM has been published in the February edition of The Villages magazine and will be repeated in the March edition. A poster needs to be displayed in the village hall notice board inviting any new trustees to come forward. The Agenda notice needs to be publicly issued together with the Chairman's statement and Accounts.

New Trustees are to be elected at the AGM – those standing down will be; Simon Tomlinson, John Cavanagh, Maggie Moore and David Grafton. If there are no new nominations these 4 people have indicated that they are prepared to remain Trustees and will be re-elected. The closing date for any new Trustee's to come forward is February 29<sup>th</sup>.

The election of officers for the Village Hall committee will take place after the AGM. Officers to be elected by the Trustees

AM and MM volunteered to arrange the cheese and wine after the AGM – thank you both. **Action: MM/AM**

### **CAF New Village Hall account - £10,018.00**

### **Hall Bookings/Licencing implications/Fault reports/complaints**

Nathan is holding the diary whilst Maggie is on holiday. He has received 4 enquiries, mainly for children's parties.

Foxglove and Ginger are running a pop-up restaurant on Saturday 7 March.

'Call my Bluff' wine tasting night in aid of the New Village Hall is planned for Saturday 18 April.

The Theatre Group are planning a summer event in aid of the New Village Hall which will run over two weekends. They have currently booked regular rehearsal slots.

### **Temporary Event Notice count to date for year ending December 2020**

6 No currently planned out of 15 No

Village Panto (2 No)

Foxglove and Ginger (1 No)

Wine Tasting (1 No)

Summer Theatre (2 No)

### **Health and Safety**

Alan advised that the fire extinguishers were maintained on 16 January.

Nothing else to report.

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## **Hall Maintenance**

As mentioned above JT to contact Prune and Broom to obtain a quotation for redecoration works. **Action: JT**

MM to proceed with purchase of new entrance mat in the sum of £48.00 **Action: MM**

Committee members to check on resource stocks whilst MM and AM are away, especially toilet rolls. **Action: All to note**

MM to order one additional paper towel dispenser for the Kitchen in addition to the Gents WC please. **Action: MM**

## **New Village Hall project update**

AM reported that a funding strategy has been put together for discussion/presentation to representatives of the National Lottery who will be visiting the hall on 13 March. Funding strategy to circulated after their visit.

## **Any Other Business.**

JT noted that neither of the vacuum cleaners seemed to perform very well when the Theatre Group were cleaning up after the Panto and wondered if a new one was needed. ST advised that he had bought one of the cleaners within the last 3 years and that it was of good quality so the problem was possibly to do with blocked filters.

JT noted that the hinge to the ice box door on the small fridge in the kitchen was broken and fell open each time the fridge door was opened. Might it be time for a new fridge ? ST felt it wasn't really necessary to replace the fridge but that if we were to consider it, maybe a smaller unit would be preferable.

AM confirmed that he had carried out a temporary repair to one of the tap heads on the kitchen sink as it had recently come off.

JC offered to complete the census that has been sent out by ACRE (Action with Communities in Rural England) concerning the social and economic impact delivered by village halls in the community

**Action: JC**

DG reported that the Oldbury Wednesday Club had recently been inspected by Wiltshire Council Environmental Health Department and had been awarded a 5 star food hygiene rating (current rating is 4 stars). New sticker will be displayed in the kitchen window.

## **Date of next meetings**

AGM - Thursday March 12 at 7.30 pm (please note JT cannot attend).

Committee Meeting - Thursday 23 April at 7.30 pm

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

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