

Winston Village Hall Committee

Minutes of meeting held on 6 March 2019 at 6.30 – 6 45 pm. Resumed at 6.55 pm following the AGM

1. **Apologies for absence:** Steve Jones, Eric Reed.

All other committee members were present apart from Caroline Thornborrow. Helen Pattison attended the first part of the committee as a trustee and having stepped down at the AGM attended the second part as observer. Steve Saddington was elected as a trustee at the AGM in his absence and apologies were noted for the second part of the meeting.

2. **Minutes of the last meeting held on 5 December 2018**

The minutes had been circulated in advance, and they were agreed and signed by the outgoing Chair.

3. **Matters arising and action points not on the agenda:**

3.1 The Finance Policy that had been revised for the strengthened reserves position and circulated was approved.

3.2 The review of the condition of the roof had not yet taken place. AD reported that a roof review had taken place in 2016 at the request of the insurers. This had said simply that there were no problems. **AP GF to follow up.**

Other outstanding actions were covered under the agenda.

4. **Consideration and approval of the annual report and accounts to 31 December 2018**

The chair referred to the draft report and accounts that had been circulated in advance for comments. No amendments had been received and committee members confirmed that they were happy to approve them. The chair highlighted that the hall was in a good position – regular lettings had been maintained and the exercise classes were generating some net income. The Band Night in November was a very popular community event and had generated a good return for hall funds. Changes last year had been to the Data Protection Policy and the 150 club and booking forms to take account of the General Data Protection Regulations as well as the privacy notice that was on the website. The reserves statement within the finance policy had been enhanced to bring clarity to the need for substantial restricted reserves to cover future work on the building and that the designated fund was for immediate and unexpected expenditure. More comment on the Annual Report and Accounts is recorded in the AGM minutes.

The meeting adjourned at 6.45 pm to convene the AGM. The appointed/re-elected committee resumed at 6.55 pm.

5. Appointment of officers for the coming year

The vacant chair position was discussed and Geoff Freeman agreed to take the chair for the year and Claire Boyes agreed to be Vice Chair. Gill Woodhouse and Annie Dolphin agreed to continue as Treasurer and Secretary respectively. The appointment of the officers was approved by the committee.

6. Update on hall maintenance, policies and procedures and housekeeping

6.1 The lettings policy was reviewed and it was decided that charges would remain the same again this year as we continue to make a profit, most of our hirers are community based, and our competitive fees attract hirers from elsewhere. The management committee approved the proposal that the entire hall must be hired for private parties as it was not viable to have a separate booking for the supper room at the same time.

6.2 The hall insurance was due at the end of April and the committee approved renewal if the revised premium was reasonable. **Update – new premium is £374.23 - £5.50 increase therefore insurance being renewed.**
The fire extinguisher check would take place later in the month – **update – this took place on 11 March.**

6.3 The Health and Safety and Fire Safety risk assessments had been carried out in January and the assessments had been circulated. Chair stacking was an issue and larger signs were now in place. **AP: AD to update website and notice board.**

6.4 A list of minor repairs and maintenance had been prepared during the H&S review. This covered each area of the hall and included replacing the festoon bulbs in the hall, plaster work in the kitchen and supper room, 2 door retainer replacements, main door bottom latch needs moving. There also still seemed to be water ingress to the left hand side of the window in the supper room, this could be caused by a cracked plastic pipe **AP: GF to investigate and carry forward remedial work.**

6.5 Storage space was discussed as in winter the store room floor became very damp to the right hand side of the emergency door, and much of the new crockery wasn't accessible. There is space in the Ladies WC to the right hand side of the wash basin for a big storage cupboard and it was agreed that this would be progressed. **AP: CC to look at and advise options.**

6.6 The requirements spreadsheet was reviewed for outstanding and future actions.

7. Treasurer's report

7.1 Summary finance papers had been circulated in advance. These included the financial statement for the 2 months to 1 March, income/expenditure against budget and an update on hall lettings.

7.2 The 2018 finance records and accounts were examined by Jon Armstrong and approved in accordance with the IE certificate. He had no comments or amendments to suggest. Thanks were recorded for his assistance in this matter.

7.3 The current account balance at 28/02/19 was £2487 and there were no outstanding creditors/debtors.

The estimate of outstanding income to the end of March is £750 plus £800 to be transferred from the 150 Club into the current account leaving £750 in the 150 Club account to cover the remaining three draws.

7.4 The Small Lotteries licence and membership of TVHC had been paid for 2019 but the music licence invoice had not been received. AP: AD to follow up. **Update, process changed, now combined as 'TheMusicLicence' and fee now paid after follow up.**

7.5 The latest Opus Energy invoice was based on an actual meter reading but they are now proposing to replace the ARM with a Smart Meter sometime in March. The fixed rate contract expires in October and we await developments.

7.6 We have been invoiced for 4 gas bottles to date which is in line with last year

7.7 Apart from losing the Friday night booking for bagpipe practice we have retained all our regular users. Participation in Complete Fitness has increased in the first 2 months of the year although Pilates is struggling for attendees and Gentle Exercise is just covering the cost of Instructor fees. We received a grant in November from Local Giving for £500 to offset the cost of running the classes this year and the situation is being monitored.

7.8 CB verified the bank account balances.

8. User group feedback

There was no feedback.

9. Any other business

No business raised

10. 150 Club draw

1 st	124	3 rd	86
2 nd	43	4 th	111

The next meeting is 5 June 2019 – 6.30pm.

Signed: *signed and dated hard copy held by the secretary*

Claire Boyes Vice Chair

Date: 5 June 2019