

## BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Annual General Meeting held at the Village Hall on 4<sup>th</sup> June 2015 at 7.30 pm

### ATTENDANCE

Nicki Barker [NB] (*in the chair*), Natalie Cash [NC] – *representing Toddlers Group*, Jeremy Collins [JC], Katharine Hayens [KH], Trevor Marpole [TM], Fran Parker [FP], Ian Scott [IS], Catherine Shippey [CS], Sue Sulkin [SS].

#### 1. APOLOGIES

Apologies were received from Kelly Evans and Jan Marpole.

#### 2. APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 13th JUNE 2014

The minutes were circulated by the Minute Secretary. Approval of the Minutes was proposed by Ian Scott, seconded by Sue Sulkin, agreed unanimously by those at that meeting and signed by the Chair.

#### 3. MATTERS ARISING

**i. Sand Bin.** This had been requested by the Parish Council and designed and built by Trever Marpole. Keys were held by Doug Morse (Flood Warden) and Rodney Cuff (Chair of Parish Council). A notice needed to be attached to the bin giving contact details. Sandbags available at £1 per bag.

**ii. Drainage work and wire fencing adjacent to Molly Cliff's land.** The ditch adjoining Mrs Cliff's field had now been connected to a shallow pond and thence to the main drainage by Buckland Newton Hire. A wire fence had also been installed to prevent inadvertent trespass onto Mrs Cliff's land from the Village Hall land.

**iii. Guttering.** 4" guttering had been replaced by 6" guttering by Trevor Marpole. Some debris in guttering needed to be cleared.

**iv. Hut for Toddler Group equipment.** Natalie Cash advised that £150 funding was available to the Toddler Group for a replacement hut, to be located next to the front fence of the patio area.

NB

#### 4. CHAIR'S REPORT

The Chair reported as follows:

Although there had been no formal committee meetings since the last AGM in June 2014, the last year had been a busy year with a number of decisions being made after email agreement between committee members. The most important items were the various works required to host the long term base for the village Outreach Post Office, drainage work behind the hall to deal with protecting the kitchen and committee room from water ingress, replacement of the kitchen cooker and the issue raised by a spot check on our water quality.

Thanks to Sue Sulkin's efforts the hall continued to be extremely well used by the community with regular groups involving a wide range of age-groups, fitness classes, Artsreach, a highly successful Fashion Show, individual hirings and ad hoc private events. The Committee had continued to keep hiring fees modest and although turnover was marginally down, this had been augmented by lower outgoing expenses and much appreciated donations from the United Charities of £1482 to cover the drainage expenses, Village Fete of £400, a surprise gift of £200 from a short term resident who had appreciated their welcome in the village, and an annual donation of £150 from the Parish Precept towards the cost of hosting the Post Office.

Particular appreciation went out to Jan and Trevor Marpole who had so willingly dealt with all the repair and maintenance issues that constantly arose and to the members of the Committee and hall users who pitched in on the 16<sup>th</sup> August to bring the hall back up to its pristine condition. This should be done again in 2015 as the paintwork and floor were showing signs of wear and dirt. The floor was due for a periodic treatment and it had been booked to be fully sanded by Mr Birch (01935 822982) and resealed at a cost of £900 in the week starting 17<sup>th</sup> August.

#### **Hosting Outreach Post Office**

In order to retain the Outreach PO services in the village when its previous base in the Gaggles of Geese was lost in May 2014, the Hall cloakroom was offered as a permanent alternative solution. Dealing with Post Office Ltd and its contractors came with a great deal more bureaucratic hoops than had been anticipated and it took a number of months to work through and implement each individual request before the Post Office reopened in November.

- A new Pole was installed in front of the hall to carry the broadband and telephone cable.
- An Asbestos Survey had to be carried out on the whole hall before workers would enter the building to install wires etc.
- A lockable personal cupboard had to be installed inside the cleaning cupboard.
- A secure PO line connection box had to be installed in the electricity cupboard.

The original agreement with the PO was that the main Hall should still be available for hirings on Monday, Tuesday and Friday mornings. Following completion of the works, the PO required access to the service via the main hall rather than the entrance lobby as intended. Apart from the Friday Luncheon Club and Village Café this now curtailed hire options on these mornings. The PO were paying £5/week towards the cost of electricity and heating. As this was clearly a general service to the village rather than hall users, the Parish Council agreed to pay a further £150 from public precept funds to ensure the hall was not out of pocket.

### **Asbestos Survey**

An Asbestos Management Report was carried out by Sarum Asbestos on the 18<sup>th</sup> June 2014. The report has been placed on the Village Hall page of the Community Website along with the Hall Risk Assessment should any future hirers wish to view it. This showed the entire hall to be free of any asbestos content with the exception of the roof over the entrance lobby/cloakroom area. Here testing showed the roof to be made of Chrysotile; a low risk product in situ, which only needed to be treated with care when removed. The cost of the Asbestos Survey was £225+ VAT and was largely met by the generous and timely donation from Mr and Mrs Websper.

### **Drainage Work behind Hall**

Upgrading of the Committee Room and laying the boundary hedge in 2014 highlighted the extent of the water ingress from the ditch on the south boundary and the need to address this in order to protect the rear of the hall from damp.

In October 2014 Buckland Newton Hire cleaned out the southern boundary ditch and the old pond behind the hall with pipe work linking directly into the groundwater drainage system behind the Stevens Walk properties. The cost of this was £1482 + VAT and was generously met by the United Charities.

Following this a new Post and Wire fence was installed by Tony Perrett behind the laid hedge to secure the boundary at a cost of £120.

### **Water Quality in Hall**

An ad hoc check by Wessex Water on the tap water in February 2015 revealed minute traces of lead when the water had been standing for some time. No lead was detectable when the water was on flow. A investigative meeting with Mr Colin Harris of Wessex Water on site showed the source of this lead to be from a corroded junction with old pipe in the manhole outside the cloakroom. Wessex Water were scheduled to isolate this, replace the junction and rebuild the manhole with a good quality manhole cover, all at no cost to the hall. The water pipework from the road offtake right through to the kitchen taps would then all be in blue plastic.

### **Advertising**

In November 2014 Jeremy Collins noted that our hall was listed as a venue for hire on the website [www.venues4hire.org](http://www.venues4hire.org). This was an insert based on publicly available information but without our knowledge or input. Jeremy had investigated and upgraded the input to reflect the hall correctly. The Conditions of Hire and Health & Safety Policy were now on the village website under the Village Hall page should a hirer need to consult.

### **Cooker Replacement**

The original cooker in the Kitchen had not been easy to use and

was providing less than satisfactory service. The hall was very grateful to Cathy Shippey for the offer of her lightly used range cooker and this was installed in December 2014.

### **Artsreach**

On the drama and music side, the hall had hosted a really good selection of Artsreach events thanks to the efforts of Fran Parker and Katharine Haynes and Ian Scott.

## **5. TREASURER'S REPORT**

The Treasurer presented the accounts for the year and reported as follows:

The Hall continued to be well used especially during the week in term time. The income from booking fees had increased by £1,847 during the financial year, despite loss of the Lotus Club and subsequent cancellation of Salssa Classes following lack of support. There was therefore an excess of income over expenditure which was largely due to the generous donations received from the Fete (£400), The United Charities of Buckland Newton (£1482), and Mr & Mrs Websper (£200) which had helped with the large drainage expenses. The practical help from Jan and Trevor Marpole also saved the Hall a great deal of expense. Artsreach contributed £322.40 from the Box Office and a further £232.50 from refreshments sales.

There had been a slight problem caused by Users leaving lights on or water running after hirings but this could be resolved by circulating an e-mail as a reminder, especially before the start of the winter season. Users would also be asked to turn down the radiators on leaving.

SS

The Post Office was functioning well in the Hall and produced income of £20 per month from Cerne Abbas Post Office and £150 per annum from the Parish Council which should cover the additional electricity and heating costs.

The main expenses were cleaning, heating and insurance, all of which are essential, but the recent drop in oil prices had also reduced costs. Although the Auditor's honorarium had been agreed at £80, Sharon Calcutt charged only £70 due to the decreased amount of work required.

A request will be made to the Fete Committee for funding towards the floor refinishing costs.

SS

In discussion, the origins and use of the capital reserve fund (from VAT reclaim following the rebuilding project) was explained and it was suggested that thought be given to de-registering for VAT once the 20 year anniversary is reached in five or six years' time.

It was queried whether there was a cut-off time for the alcohol licence. Ian Scott would look into this and also provide Jeremy Collins with a photocopy of the licence and conditions for inclusion on the Village Hall website page.

IS / JC

Adoption of the accounts was proposed by Nicki Barker, seconded by Katharine Hayens and agreed unanimously.

6. **NOMINATIONS TO THE HALL MANAGEMENT COMMITTEE FROM USER ORGANISATIONS**

Nominations were as follows:

Lydden Ladies – Jan Marpole  
Gardening Club – Viviane Bernhard  
Parochial Church Council – Jeremy Collins  
Parish Council - Nicki Barker  
Artsreach – Katharine Hayens  
Village Café – Fizz Lewis  
Youth Club – David Oswald  
Toddlers – Kelly Evans  
Lunch Club - Susan Moring  
BAPS – Trevor Marpole  
Young Farmers – vacant  
Yoga – Sue Sulkin  
Fete Committee – Cathy Shippey  
Pilates – Fran Parker  
Wayfarers – vacant  
Art Class – Cathy Shippey

The nomination of members above was proposed by Ian Scott, seconded by Jeremy Collins and agreed unanimously.

7. **ELECTION OF OTHER MEMBERS OF THE COMMITTEE**

Ian Scott was proposed by Nicki Barker, seconded by Trevor Marpole and elected unanimously.

8. **APPOINTMENT OF AUDITOR**

The appointment of Sharon Calcutt as auditor was proposed by Sue Sulkin, seconded by Nicki Barker and agreed unanimously. The honorarium was agreed at £80.

9. **WORK REQUIRED ON HALL**

The annual summer clean-up was fixed for the Sunday 26<sup>th</sup> July.

All Users

Sanding and resealing of the floor was booked for 17<sup>th</sup> August. No bookings would be accepted for that week to allow the surface to fully cure.

SS

It was proposed by Trevor Marpole, seconded by Ian Scott and agreed that an asbestos survey would not be necessary this year.

There had been some complaints that the hearing loop was not working properly. Ian Scott agreed to investigate further.

IS

The Youth Club to be asked to ensure football nets are not stored in the chair storeroom. In other respects, sharing of the rear storeroom by Toddler Group and Youth Club was working well.

SS

All users to be asked to identify and store in their own areas any crockery. There was currently an excess amount of crockery in the kitchen cupboards.

NB / SS

Hall Curtains. Bridget Baker had offered to renovate/repair the curtains as necessary.

CS

Cathy Shippey offered to be responsible for winding the Hall clock weekly.

CS

Damage to the boundary fence between car park and Eden Cottage, 2 Stevens Walk. Owners to be contacted.

Oak notice board needs a sand and reseal on 'cleanup day'.

**10. USE OF VILLAGE HALL FOR OUTREACH POST OFFICE**

In general this was working well apart from loss of the potential hirings for three mornings a week except for the occasions when Village Café or Lunch Club used the Hall. The external whiteboard announcing opening times was thought to be redundant and Katharine Hayens would approach the Post Office about this.

KH

**11. ITEMS RAISED FROM THE FLOOR AND ANY OTHER BUSINESS**

No matters raised.

The meeting closed at 8.55 pm.