

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 22ND July 2010 at 8.00 pm

ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Jan Marpole [JM], Trevor Marpole [TM], Emma Munday [EM], Gill Nell [GN], Fran Parker [FP], Ian Scott [IS], Sue Sulkin [SS], Brian Wells [BW]

1. APOLOGIES

Janet Shaw [JS], Emma Holgate [EH], Fizz Lewis [FL].

2. DECLARATION OF INTEREST

There was no declaration of interest by any member present.

3. APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 3RD JUNE 2010

The Minutes for 3rd June 2010 were approved unanimously by those present at those meetings and signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 3RD JUNE 2010

No matters arising.

5. ELECTION OF OFFICERS

Ian Scott proposed, seconded by Trevor Marpole, the election of Nicki Barker as Chair, Sue Sulkin as Treasurer, Jeremy Collins as Minute Secretary and Janet Shaw as Social Secretary. There was discussion as to whether there might be a conflict of interest by having the same person act as both Treasurer and Bookings Secretary but the members of the Committee expressed themselves content with the arrangement. The elections were approved unanimously.

6. FINANCIAL REPORT

Sue Sulkin reported as follows:

HSBC Account: £920.33

CAF Account: £24,000.00

£860 had been transferred from the CAF account to the HSBC account, £470 of which was for resealing the floor and the remainder to cover part of the recent large oil bill.

The cleaner had resigned, with Leslie Downes covering the summer period and Tina Paul taking over from mid-September. Charges are £8 per hour, with a twice-weekly clean.

Sue Sulkin had attended a DAC event on Finance at Frampton. This included a benchmarking exercise comparing Buckland

ACTION

Newton with other village halls. This showed that Buckland Newton should attempt to increase booking revenue; on average Village Halls raise 2/3 of their income from rental and 1/3 from fundraising.

The way in which VAT is accounted for has been discussed with the auditor Sharon Calcutt.

7. **HIRE CHARGES AND RUNNING COSTS**

Hire costs were discussed and it was agreed that the opportunity to resolve anomalies should be taken, with some users notionally paying too much. The VAT increase on 5th January 2011 would also need to be taken into account.

The following charges were agreed:

Main Hall Session: increase from £15 to £20

Committee Room: increase from £8 to £10

Children's Party: increase from £10 to £15 for village users and £20 for outside users

Evening Event (max 4 hours): increase from £15 to £20

Evening Event (to midnight): increase from £50 to £60

Wedding (all day and evening plus previous day set-up): increase from £150 to £180

Commercial and non-local bookings: increase by £5

Elections: increase from £100 to £150

Table hire (outside hall): £2 each

Chair Hire (outside hall): £2 for 10 chairs.

It was agreed to 'bullet point' the items included in charges (i.e. heating, lighting, cleaning, gardening) in the charge schedule.

No action to be taken on the proposal to introduce a winter fuel surcharge.

Agreed to leave the refrigerator switched on; Brian Wells would loan a consumption meter.

Brian Wells reported that he had contacted TES about possible timer/programmer problems but they were not willing to visit. Rob Wiseman (boiler service agent) would however have a look. A copy of the user manual has been downloaded from the web. Consideration was given to having a separate (halogen) heater for the Committee Room. Agreed to purchase a halogen heater. Agreed that heating controls should be isolated once correct set-up had been achieved. The possibility of dismantling the fire alarm was discussed.

8. **INCREASING HIRINGS**

No further action at present.

9. **HALL CLEANING**
Major clean scheduled for 24th July.
10. **INVESTMENT OF CAF MONEY**
No decision taken.
11. **HALL LICENCE**
Ian Scott reported that the necessary forms had been completed with the help of Jan & Trevor Marpole. Cost would be £100 for first year, £70 for subsequent years. Agreed to charge local users £10 for each use. Outside organisations would have to apply for their own TENS licence. The variation must be advertised, which would be done in the Lydden Vale News. New arrangement should be available from November 2010.
12. **PLAYGROUP**
Emma Munday reported that both Leader and Deputy Leader had resigned. There had been little response to advertisements for replacements and if no staff were in place in September, there would be no playgroup. Relocation to the school had been considered but SureStart were not happy with the arrangement. A decision on continuing would be made after applications had closed. The United Charities had offered to replace the newspaper recycling box. The Committee would like the box replaced even if the Playgroup did not continue.
13. **KITCHEN PROJECT**
A draft plan was tabled. To be discussed at next meeting
14. **AOB**
Future Aretsreach shows were: Theatre Alibi "Flying Visit" on 23rd October and Devil's Violin "Singing Bones" on Friday 10th December.
15. **DATE OF NEXT MEETING**
Wednesday 1st September at 8.00 pm.

The meeting closed at 9.40 pm.