**DUNTISBOURNE ABBOTS VILLAGE HALL**

**BIANNUAL ORDINARY MEETING OF TRUSTEES (2/15)**

**WEDNESDAY 28 OCTOBER 2015**

**MINUTES AND RECORD OF DECISIONS**

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| **Present:**  Eamonn Cuthbert (EC) – Chairman  Robert Towill (RT) – Treasurer  Paul Smith (PS) – Secretary  Val Bexon (VB) – Trustee –Ex-Officio (Rector)  Rupert Lane (RL) – Trustee – Ex-Officio (Church Warden)  Colin Russell (CR) – Trustee – PCC Rep  Rosemary Wilcox (RW) – Trustee – WI Rep  Jamie Eyken (JE) – Resident and Supporter | |
| **Agenda Item** | **Issue** |
| 1 | **Opening Remarks and Apologies for Absence**. EC opened the meeting by welcoming all present and thanked them for their time and continued support. Apologies for absence were received from: Judy Lane and Jeremy Francis. |
| 2 | **Acceptance of Minutes 29 April 2015 and Matters Arising**. PS reported that the minutes of the AGM held on 29 April 2015 had been posted on the Village Hall website with a copy placed on the Village Hall Notice Board - no comments had been received. Additional hard copies were made available to the meeting for reference as required. There being no further comment made, the minutes were accepted as a true and accurate record of that meeting. PS stated that a number of matters arising from the last meeting would be dealt with as main agenda items in their own right during the course of the meeting. Exceptionally:  **Use of the Allotments Workshop/Storage Shed**. PS reported that following a meeting held between himself, RT and Peter Cosgrove (PC) an updated Rental Agreement for use of the Reading Room had been produced and signed by PC and Paul Smith (on behalf of the Trustees). The Agreement is for a 3 year period.  **100 Club**. At the last meeting PS had undertaken to produce a short decision brief for consideration by Trustees concerning the possible introduction of a 100 Club to raise funds for the Trust. This he had not yet done and proposed to put the issue on the ‘back burner’ for the foreseeable future. His reasoning was his growing commitments elsewhere and his desire not to start an initiative he could not see through or which could become a future liability for others. He nevertheless felt a 100 Club was a good way to raise funds and should be kept under active consideration dependent upon the future financial needs of the Trust.  **Blind Spot Mirror and Blackout Blinds for Kitchen**. The Blind Spot Mirror for use at the point of egress from the Car Park had been purchased but was yet to be fitted – this would be completed in the next few weeks. The Blackout Blinds for the Kitchen were yet to be purchased – on initial order the item was shown as out of stock but on later consideration it was thought that this requirement could be addressed as part of any future kitchen refurbishment programme. |
| 3 | **Treasurer’s Report/Financial Position**. Following a profitable 7 months of operation and a donation of £5,000 we now had £8,200 in the bank along with a further £770 on a Charities Deposit Account. |
| 4 | **Maintenance Report**.  a. **Reading Room Storage Shed**. PS stated that the maintenance main-effort over the period since the last meeting was the refurbishment of the storage shed attached to the Reading Room. Francis Drake had led on the re-roofing and RT/PS on the rebuilding of the front aspect. PS stated that the project overall was more complex than first anticipated. On stripping back the old roof it was identified that: all the roof joists needed replacement; the top section of the outer side wall required rebuilding; the inner face of the outer side wall needed re-rendering; and the doors to the front aspect were beyond repair and needed replacement. PS outlined the work done and stated the total cost of materials used was £460. This figure was greater than anticipated but the building had been stabilised, was now fit for use and would remain so for many years to come – thus representing an important additional revenue stream for the Trust well into the future. The Trustees noted with particular appreciation the efforts of Francis Drake on this project – both in respect of his donation of materials and his selfless commitment of time. The Trustees noted that EC, as Chair, had formally written to Francis Drake expressing the sincere thanks of the Trustees and the community as a whole. Beyond this, the Trustees felt that some form of additional gesture of appreciation was appropriate and RT undertook to explore this with Mr Drake.  b. **Reading Room**. PS stated that work had now started on the Reading Room. The front door had been renovated and repainted and work on the windows will commence shortly.  c. **Flat Roof Failure**. PS stated that the surveillance regime was ongoing with no obvious point of ingress/failure being identified. He once again stressed that there was no immediate cause for concern but failure will inevitably occur at some point in the future - future financial planning should therefore take full account of this liability. After discussion it was agreed to get an independent assessor to produce a condition report in order to inform future decisions.  d. **Electrical Work**. No electrical work remains outstanding but PS propsed that a further bank of electrical sockets be fitted in the Main Hall at the kitchen end where there currently are none. He also proposed that a motion sensor be fitted to the light on the gable end adjacent to the shed – this making it easier and safer for individuals accessing the key-safe during hours of darkness. Both proposals were approved and would be progressed by PS and RT.  e. **Damp Management**. Whilst the management of damp inevitably continues to be an ongoing issue, better ventilation of the building was clearly making a difference with respect to moisture levels within the building. PS highlighted that it was important that users of the building draw back the curtains at the end of sessions in order to help ventilate – closed curtains merely trap moist air in the building and promote mould growth. PS stated that a day had been spent removing the significant mould growth around the walls of the stage area – this work was completed in early May and no re-growth has thus far been evident.  f. **Gable End Fillets**. PS acknowledged that work on the gable-end ‘fillets’ of the Main Hall still remains outstanding and this will remain a priority for next year.  g. **Failed Dry Stone Wall**. PS highlighted that a 10 foot section of dry stone walling between the allotments and the Church Yard had failed. He proposed to make the area safe and stack the fallen stone neatly - leaving any decisions to next year. However, following discussion it was agreed to get a quote for the restoration of the fallen section – RL would action this requirement. It was slightly unclear whether the Village Hall or Church had liability for the Wall but it was agreed that, in-principle, if liability was unclear then the cost of any work initiated (if agreed) would fall to the Church and Village Hall in equal proportions. **Secretary’s After-note:** Examination of the plans accompanying the original Allotments Conveyance make no reference to liability for the wall. |
| 5 | **Reading Room/Reading Room Store**. Following work on the Reading Room Store PS stated that the facility was now ready to be rented out. The facility had been advertised and two parties had notified interest – PS himself and Sue McLaughlin. Following further discussion, both parties, in consultation with RT, had agreed to share the facility in equal shares – each paying £200 each per annum. This will thus bring in £400 per annum for the Trust (this in addition to the £400 income per annum paid by Mr Cosgrove for the Reading Room). PS highlighted that the asset thus represents an important additional year-on-year revenue stream for the Trust in future years. |
| 6 | **Property Registration with Land Registry**. RT reminded Trustees that at present the Village Hall and the Allotments/Reading Room are held on separate conveyances and therefore action had been initiated to register our titles with Land Registry. Given the cost involved (iro £600 each) only one conveyance (the Main Hall) has thus far been submitted (May 2015) for registration with the Land Registry and this process remains outstanding – action lying with the Land Registry. Following discussion the Trustees approved the submission of the second conveyance (in respect of the Allotments) to the Land Registry in order to register our title. |
| 7 | **Donation from Simon Gill in Memory of his Late-Mother.** RT reported that following earlier discussion between CR and Simon Gill, the son of the late-Mrs Anne Gill, a cheque for £5000 had been issued by Simon Gill made payable to the DAVH and this has now been banked – the donation being made in memory of his Late-Mother. The donation was also subject to Gift Aid and would attract a further £1,250 from HMRC. RT went on to discuss how this money could be used and ideas discussed included carrying out roof maintenance and refurbishing the kitchen area. It was agreed that nothing would be done immediately over the Winter period and that, whilst final decisions must rest with the Trustees, wider consultation with the community at the AGM in April 2016 would be appropriate given this was a gift to the Village. This having been said the idea of refurbishing the kitchen was discussed and received broad in-principle support. Clearly decisions could only be made when based on clear facts and RT offered to convene a small sub-committee to conduct a short Feasibility Study to scope a possible future requirement as well as likely costs – the output to be considered by all the Trustees at a later date. He proposed to ask the WI and Judy Lane to join him (as key users of the Hall) on his sub-committee and PS offered to participate as well. |
| 8 | **Forecast of Events and Entertainment**. RL reported that the social evening held on Friday 23 October had been a great success with a full attendance – the event had made approximately £178 for the Village Hall. He went on to highlight a further social event being organised for 12 February 2016. Consideration was also given to the possibility of organising a Race Night or Quiz Night in the Autumn period in order to raise further funds for the Hall - details to follow once known. |
| 9 | **Any Other Business**. None |
| 10 | **Closing Remarks and Date of Next Meeting**.EC thanked attendees for their contributions & continued support and, after discussion, set the date for the Annual General Meeting/ Meeting of Trustees (1/16) for Wednesday 8 June 2016 at 1930 hours. |

**Paul M Smith**

Paul M Smith

Secretary – DAVH Management Committee of Trustees

28 October 2015

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