**DUNTISBOURNE ABBOTS VILLAGE HALL**

**ANNUAL GENERAL MEETING AND BIANNUAL ORDINARY MEETING OF TRUSTEES (1/15)**

**WEDNESDAY 29 APRIL 2015**

**MINUTES AND RECORD OF DECISIONS**

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| **Present:**  Eamonn Cuthbert (EC) – Chairman  Robert Towill (RT) – Treasurer  P Smith (PS) – Secretary  Liz Widdows (LW) – Booking Secretary  Rupert Lane (RL) – Trustee – Ex-Officio (Church Warden)  Val Bexon (VB) – Trustee –Ex-Officio (Rector)  Russell Carver – Trustee – Parish Council Rep  Colin Russell (CR) – Trustee – PCC Rep  Jeremy Francis (JF) – 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: Rosemary Wilcox; Judy Lane and Julian Weston. |
| 2 | **Acceptance of Minutes 30 October 2014**. PS reported that the minutes of the last meeting of Trustees held on 30 October 2014 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. |
| 3 | **Matters Arising**. 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 and RT had met with Peter Cosgrove (PC) to determine his future intentions and make arrangements to put in place an updated rental agreement between both parties. Essentially PC was going to continue to rent the Workshop (routinely referred to as the Reading Room), together with a parking space to the front, but would not continue to rent the attached storage shed which is implicitly included in the extant agreement. This would leave the Trust free to rent out the storage shed as either a single storage unit or possibly two smaller storage units if subdivided. The first action was however to restore the asset into a fit state to rent out and then develop and promulgate a suitable methodology to: advertise the facility; invite bids; and ensure the optimum return on the asset for the Trust. Quite separately, an updated rental agreement will be negotiated with Mr Cosgrove. |
| 4 | **Treasurer’s Report/Financial Position**. RT produced the annual accounts to 31st March 2015 which had been certified by Adam Smail. These showed a surplus of £1,087 due largely to the profit on the Race Night of £670 (with particular thanks to Rupert and Judy as well as Natalie and Paul for organising this highly successful event) and £256 on the AIR in G event. Electricity charges were much reduced due to the much better tariff and no-one leaving all 6 heaters on for 4 days. Property maintenance was high due to additional electrical sockets, replacing the faulty floodlight sensor, a new vacuum cleaner and the electrical circuit test which is needed for legal and insurance purposes (covers us for 5 years). Closing bank balances totalled £3,300.  As Chair of the Parish Council, RL Stated that whilst the Parish Council had given the Village Hall £250 in the last FY, financial pressure will result in this figure being reduced to £150 in the current FY. |
| 5 | **Maintenance Report**.   1. **Year in Summary**. PS reported that the past year had been a productive maintenance period. 2. **Electrical Work**. Four new electric sockets had been installed in the Main Hall and a new sensor plus additional flood light had been installed at the entrance to the car park – this to improve H&S and security. Importantly, the statutory 5-Yearly Electrical Installation Condition Inspection had been completed. The summary of the condition of the installation is “Good and in Serviceable Condition” – the next inspection will be due in 2020. Quite separately the annual Portable Appliance Test had been completed as had the annual inspection of fire safety equipment. 3. **Flat Roof Failure**. PS reminded Trustees that a professional roofing contractor had inspected the flat roof section over the summer 2014 period and stated that it was approaching the end of its effective life – with failure possibly occurring in the next 2-3 years. An estimate for the re-roofing of the flat roof section was in the region of £3200 including VAT. PS stated that a surveillance regime was introduced over the Winter-period with no obvious point of ingress/failure being identified. He concluded that there was no immediate cause for concern but failure will inevitably occur, probably sooner rather than later, and future financial planning should take full account of this liability. 4. **Damp Management**. Management of damp inevitably continues to be an ongoing issue but better ventilation of the building does seem to be making a difference with respect to moisture levels within the building. Repairs to guttering have also served to reduce the amount of water running down the external walls of the Hall. No further action is currently proposed given the inevitable costs involved but active surveillance will continue for the foreseeable future. Exceptionally, PS indicated an intent to line the existing front aspect gutters with slightly smaller plastic guttering – this serving to more efficiently carry the flow of water to the downpipes but, given the guttering would lie inside the existing gutters, would remain hidden from sight. JF stated that owning an older period property he also experienced similar damp issues in his home and was considering installing secondary glazing units. After discussion it was agreed to keep this option in mind depending upon how the damp problem within the Hall progressed in the future. 5. **Decoration**. Internal decoration had been completed during the year in the toilet/cloakroom area as well as the disabled access cloakroom area. 6. **Workshop/Reading Room Roof**. PS reported that the Workshop/Reading Room roof has lost a number of tiles over the Winter period and that these have had to be replaced or re-fixed into position. A significant number of other tiles also show signs of slippage. The problem seems to suggest that the wrong nails (which have over time corroded resulting in failure) may have been used to fix the tiles when the roof was first laid. There is also sign of water ingress on the inside ceiling of the Workshop/Reading Room. PS suggested that it will probably be possible to continue to ‘make-do-and-mend’ for a little while yet but the roof inevitably represents another liability which must be considered in future financial planning.   b. **Ongoing Priorities**. Current priorities for the year ahead include:   * **Gabel End Fillets**. Completing work on the gable-end ‘fillets’ of the Main Hall (work which remains outstanding from last summer). * **Workshop Storage Shed**. Re-roofing the Workshop Storage Shed roof and repairing/replacing the entrance doors. Following advice from Francis Drake (FD) PS sought and received the permission of Trustees to pressure-treat the larch wood that had been previously donated by FD and had been left drying out over the Winter period – estimated cost £80. * **Reading Room**. Repainting the Workshop/Reading Room door and windows together with the associated woodwork. * **Main all Redecoration**. Repainting around the windows (internally) in the Main Hall. * **Blackout Blinds for Kitchen**. RL asked if blackout blinds could be installed in the Kitchen in order to reduce light ingress which affects DAMPS evenings. PS said that following an earlier discussion with RL he had already sized and sourced the requirement for the two windows in question – the total cost (less fitting) was £40. PS sought and received permission to purchase these blinds and agreed that, together with RT, he would fit them at the earliest opportunity. |
| 6 | **Funding and Income Generation**. Arising from discussion and decisions at the last meeting of Trustees PS stated:  a. **100 Club**. Only some progress had thus far been made on this issue. Further investigation indicated that, whilst our proposal was for a ‘private lottery’, in this instance a formal licence would be required from the local licencing authority (ie CDC). This was not considered a difficult issue and was not likely to involve any cost. Outline rules for a ‘DAVH 100 Club’ had been produced in draft. PS stated there were 109 individual addressed properties in Duntisbourne Abbots and Duntisbourne Leer – this not including those in Middle Duntisbourne. The aspiration would be for each property to buy an average of one ticket (some more, some quite possibly nil). Based on a ticket price of £20, and presuming we could sell 100 tickets, we could expect an annual income in the region of about £1000. After discussion it was agreed that PS would produce a short ‘decision brief’ for consideration by Trustees to inform their position prior to final decision at the next meeting.  b. **Parking Charges**. A notice introducing parking charges had been posted in mid-February and since that date a total of £25 has so far been collected in parking charges. PS stated that most people were complying with the polite request for a donation for parking although some were more *Nelsonian* in their attitude. PS stated he had made it clear on the posted-Notice that parking was free to those using the Village Hall **as well as** those attending Church Services ( modification of the position previously agreed by the Trustees). PS suggested that over the year the initiative would result in a modest, albeit helpful, addition to the Trust income stream. Concern was expressed that the imposition of a charging regime could result in people parking elsewhere in the Village which would be counter- productive; it was thus agreed to keep this initiative under review and accepted that, depending on future experience, the policy might have to be reversed.  c. **Advertisement Charges**. PS stated that the initiative to charge for business/ commercial advertisements on the Notice Board had not been successful. He had communicated with the majority (albeit not all) of those commercial/business advertisers who had posted an advert on Trust property but had not heard back from any. Consequently a total of 14 advertisements had been removed from the Board. We now carry just 3 local to Duntisbourne Abbots commercial/business advertisements – this to support truly **local** business initiatives. On the positive side, removal of 14 advertisements had cleared a great deal of space on the Boards to ensure Public Information receives appropriate prominence.  d. **Allotments Storage Shed**. With regard to the plan to offer the Allotments Storage Shed for rent (either as a single or partitioned unit) PS stated that it is clear that there are at least two parties interested in renting this storage space within the Village and quite possibly more – he thus predicted that the asset would represent an important additional year-on-year revenue stream for the Trust in future years. |
| 7 | **Property Registration with Land Registry**. At present the Village Hall and the Allotments/Reading Room are held on separate conveyances. Should these be lost or destroyed then we would have to try and prove our title. We have therefore instructed our solicitors to register our titles with Land Registry. To do this we needed new site plans that met Land Registry requirements and these were kindly done by Richard Crabb. We have only to pay Land Registry fees as we have managed to persuade our solicitors to waive their fee. |
| 8 | **Annual Briefings for Regular Hall Users**. PS stated he had initiated annual briefings for all regular users of the Village Hall. The aim was to ensure they were appropriately briefed on H&S and fire safety issues associated with using the Hall and were thus adequately prepared to manage any unforeseen emergency. Beyond this the opportunity would be taken to remind user of their responsibilities as hirers of the Hall – that is security, safety, statutory compliance etc. |
| 9 | **Election/Appointment of Trustees**. After discussion of the requirement for Trustees in FY 15/16 the following was agreed:  Ex-officio Trustees (Rector and Wardens )Val Bexon, Rupert Lane and Julian Weston  Elected Members – Robert Towill, Paul Smith and Eamonn Cuthbert  Rep Member(s) appointed by Parish Council – Russell Carver  Rep Member WI – Rosemary Wilcox  Rep Member PCC – Colin Russell  RL proposed (seconded by RC) that Liz Widdows as Booking Secretary be appointed as a Trustee. As this was a new initiative PS suggested that it was only fair that LW was briefed in the first instance on what is actually involved in being a Trustees (this including responsibilities and obligations) thus informing her considered decision making. **After note**: On consultation with the Trust Deed there is only provision for the appointment three elected members who are already in place for FY 15/16. |
| 10 | **Appointment of Officers.** After discussion of the requirement for committee officers the following was agreed:  Chairman – Eamonn Cuthbert  Treasurer – Robert Towill  Secretary - Paul Smith |
| 11 | **Forecast of Events and Entertainment**. Discussion centred on the possibility of holding a Quiz Night and an AIR in G event during the year – details to follow once known. The possibility of holding a beetle-drive was also discussed. |
| 12 | **Any Other Business**.   * **Convex Road Safety Mirror**. PS stated that the convex road safety mirror located opposite the exit to the Village Hall Car Park had been shattered (most likely by a passing vehicle) and requires replacement. He had calculated that a 45 cm convex mirror was required to meet current H&S guidance (based on viewing distance and angles) and this could be sourced on-line for £36 incl VAT and delivery. He sought and received permission to source such a mirror and agreed to install it once received. * **The Estate of the late- Mrs Anne Gill**. CR briefed Trustees that he had been approached by the son of the late-Mrs Anne Gill with respect to her Estate making a charitable donation to the Trust. No detail had been discussed and the specifics of what might be involved will not be known until the Probate process is complete. CR would keep Trustees advised. * **Charity Commission Point of Contact**. For clarification PS asked who the Trustees’ point of contract with the Charities Commission was. RT confirmed that he was. |
| 13 | **Closing Remarks and Date of Next Meeting**.EC thanked attendees for their contributions & continued support and, after discussion, set the date for the Autumn Meeting of Trustees (2/15) for Wednesday 28 October 2015 at 1930 hours. |

**P Smith**

P Smith

Secretary – DAVH Management Committee of Trustees

29 April 2015

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