**DUNTISBOURNE ABBOTS VILLAGE HALL**

**BIANNUAL ORDINARY MEETING OF TRUSTEES (2/14)**

**THURSDAY 30 OCTOBER 2014**

**MINUTES AND RECORD OF DECISIONS**

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| **Present:**  Eamonn Cuthbert (EC) – Chairman  Robert Towill (RT) – Treasurer  P Smith (PS) – Secretary  Colin Russell (CR) – Trustee – PCC Rep  Rupert Lane (RL) – Trustee – Ex-Officio (Church Warden)  Val Bexon (VB) – Trustee –Ex-Officio (Rector)  Julian Weston (JW) – Trustee – Ex-Officio (Church Warden) | |
| **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 Averil Kidd. |
| 2 | **Acceptance of Minutes 23 April 2014**. PS reported that the minutes of the last meeting of Trustees/AGM held on 23 April 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:   1. **Use of the Allotments Workshop/Garage**. RT had previously written to Mr Cosgrove concerning the future of the current lease/rental agreement relating to the Allotments Workshop/Garage. A brief discussion with Mr Cosgrove had occurred but a more in-depth discussion was still awaited in order to agree future arrangements.   ***Action:*** *RT/PS to meet with Mr Cosgrove to discuss and agree the detail of future lease/rental arrangements for FY 14/15 and beyond.*  b. **Trustees Obligations and Responsibilities**. PS had contacted all Trustees elected at the AGM for FY 14/15 to outline their individual and collective responsibilities as Trustees and solicit their acceptance of these responsibilities. Positive responses had been receipted from some but not all Trustees.  ***Action:*** *Those Trustees who are yet to respond are asked to do so by e-mail by no later than 21 November 2014.*  c. **Flower Club Financial Transfer**. PS stated that during the last meeting it had been agreed, given the Flower Club was effectively in a state of abeyance, to transfer the sum of £339 from the Flower Club accounting line into the main accounting line for the Village Hall – effective FY 14/15. RT confirmed that this had been done adding a further £150 remained in the Flower Club accounting line for use in the event the Flower Club is resurrected at some future point in time.  d. **Insurance Review – Revaluation**. As requested at the last meeting of Trustees, PS confirmed that he had written to Richard Atkinson and Adrian McDowell to formally thank them for their assistance with the process of re-valuing the Village Hall for insurance purposes. |
| 4 | **Treasurer’s Report/Financial Position**.  RT produced the annual accounts to 31st March 2014 (attached) which had been certified by Adam Smail – thanks being extended by the Trustees to Adam Smail for his support and assistance. These showed a loss of £473 as we had extremely high electricity charges of £1,727. This was higher than usual partly because a funeral party had left all 6 heaters on and it was at least four days before this was discovered. Attempts to get the hirer to pay our electricity estimate of £400 failed – in fact even ignoring requests to pay the normal hire fee for the hall. Closing bank balances totalled £2,402.  RT also produced accounts covering the period 1st April 2014 to 30th October 2014 (also attached) which showed a surplus of £862. Electricity costs were only £87, partly because it covered the summer months but also because we had a new supplier at a much lower tariff. Closing bank balances totalled £2,720.  In order to guide detailed financial planning for FY 15/16, PS asked the Parish Council Members present whether there was an intent to again award a financial grant to the DAVH from the Parish Council in the next FY – thus helping to ensure charges remain at an affordable level for community users. RL confirmed that it was the intention of the Parish Council to again award the sum of £250 to the DAVH to help underwrite running costs. PS also reminded the Parish Council that, following discussion concerning the future charging regime for use the Hall at the outset of the current FY, it had been agreed to levy a modest charge on the Parish Council for use of the Hall and that this would become effective at the start of the next FY. |
| 5 | **Maintenance Report**.  a. **Year to Date**. PS reported that over the summer period maintenance activity had included: re-decorating the cloakroom and toilet facilities; weeding of the car park and removal of ivy from the surrounding dry stone walls; the ‘making safe’ and ‘weather-proofing’ of the allotments garage roof; the painting of the storage shed adjacent to the Main Hall building; the installation of 4 new power sockets adjacent to the stage area; removal of ivy from the allotment dry-stone walls and the construction and installation of a new notice board for ‘general notices’.  b. **Ongoing Priorities**. Current priorities in the next month (November) include: addressing an ongoing issue associated with leaks from the guttering causing dampness to the walls; completing work on the gable-end ‘fillets’ (work which remains outstanding from the summer period); re-fixing roof slates on the allotments workshop roof; and addressing a possible point of failure on the flat roof section to the rear of the Main Hall.  c. **Flat Roof Failure**. PS further stated that a professional roofing contractor had inspected the flat roof section over the summer 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 suggested there was no immediate cause for concern but failure will inevitably occur, probably sooner rather than later, and future financial planning/fund raising should take full account of this.  d. **Damp Management**. Management of damp remains an ongoing issue but better ventilation of the building does seem to be making a difference with respect to moisture levels within the building – active surveillance will continue over the Winter period before further decisions are made.  e. **Garage Re-roofing**. Finally, PS stated that a major maintenance project for next year will be the re-roofing of the allotments garage. A temporary roof had already been put in place to make the structure weather-tight and thus prevent further degradation. All the necessary material to affect the work has been obtained and has been placed in the garage – this including the timber (with thanks to Francis Drake) and tin-sheeting (with thanks to Julian Weston). |
| 6 | **DAVH Website and draft Operating Procedures**.  a. **Website**. PS reported the website was ‘up and running’ and he was content it was a useful tool to facilitate communication with the community and as a repository for Village Hall documentation. He felt however, it was for others to judge whether this was a worthwhile exercise –this having been said he highlighted that the maintenance burden was negligible.  b. **Operating Procedures**. PS also highlighted that he had posted draft DAVH Operating Procedures on the website. He noted that these included a lot of detail (specifically Part 3) but that this detail was necessary to guide Trustees and specific appointment holders in the execution of their duties and responsibilities. Parts 1 and 2 provided a useful introduction to the Trust Deed and in general terms how the Trustees meet its requirements. PS suggested the Operating Procedures be subject to a formal review in 12 months-time and thereafter subject to annual review as a matter of routine. |
| 7 | **Revised Booking Process**. PS stated that the new Booking Procedure was in place and working well. Hard copy of the Booking Form and Terms & Conditions were available in the Hall porch whilst electronic copies were available from the website. The Booking Secretary was content and no adverse comments had been received from users. |
| 8 | **Reserve Funding and Income Generation**. The newly identified maintenance liability associated with the flat roof section highlighted the need to maintain an adequate reserve funding contingency. RT stated the current level of reserve funding held as £2000. PS raised the following possibilities for raising funds:  a. **100 Club**. The operation of a ‘100 Club’ to raise funds specifically to boost the level of contingency funds held available against future foreseen and unforeseen liabilities. There was unanimous support for this proposal with a suggested ticket price of £20 per ticket and a recommendation for a Standing Order arrangement to ease the roll-over from one year to the next.  ***Action:*** *RT/PS to put together a plan (including Rules, Communication Plan, Financial Management Plan etc) with a view to launching the 100 Club ready to generate funds early in the next FY.*  b. **Parking Charges**. The charging for parking on Village Hall property was raised. This applying to ad-hoc users and members of the village community who regularly make use of the facility – not applying to users who have formally booked the Hall. Whilst difficult to police it was agreed the best approach was the installation of an honesty box with notice requesting a modest donation from those parking on the Village Hall car park.  ***Action:*** *PS to post a suitable notice in the car park and install a small money box for contributions.*  c. **Advertisement Charges**. Formal enforcement of charging for commercial/business advertisements placed on the Village Hall Notice Board was discussed. Charging for advertisements was included in the last review of the charging regime (April 2014) but has not thus far been enforced. There are currently 7 advertisements on the Notice Board of a purely commercial/business nature – this, at current rates, representing a potential income of £150 per annum. After discussion it was agreed that advertisers should be approached in a sensitive manner to enforce the previously agreed charging regime.  ***Action:*** *PS to write to advertisers advising them of the DAVH position on commercial/business advertisements and highlight the intent to enforce the previously agreed policy with effect the beginning of 2015.*  d. **Grant Application**. The potential remains to apply for a financial grant from the National Lottery Fund or similar – most obviously this might be to assist with addressing the ongoing dampness problem for major refurbishment of the kitchen. It was agreed that, for the present, this should remain an option for the future.  As a general comment PS highlighted that with limited revenue streams it was important that any DAVH asset that can command an income should be exploited – not least to ensure the cost of using the Village Hall for user’s remains at a consistently affordable level. |
| 9 | **Registration with Land Registry**. RT stated that all original documents held on behalf of the Trustees by local solicitors (eg Trust Deed, Conveyances and Vesting Orders) had been recovered and had been copied electronically (for local retention) in either PDF or JPEG format. The intention is to now formally record ownership of Trust Property by the Charity (Registered Number: 301522) with the Land Registry. |
| 10 | **Hallmark Scheme.** PS stated he had obtained a Hallmark Scheme Assessment Guide produced for use by Village Halls in the north of England to gauge their compliance with the requirements of the Scheme. This would now be used to guide further preparation for assessment (and as a part of an ongoing compliance audit) although he suggested this was unlikely to be any time soon. |
| 11 | **Forecast of Events and Entertainment**. RL outlined current entertainment plans which include:   * Friday 31 October 2014 – A Fund Raising Social Evening. * Friday 13 February 2015 – A Entertainment Evening. |
| 12 | **Any Other Business**. Non raised. |
| 13 | **Closing Remarks and Date of Next Meeting**.EC thanked attendees for their contributions & continued support and, after discussion, set the date for the next meeting/AGM for Wednesday 29 April 2015 at 1930 hours. |

**P Smith**

P Smith

Secretary – DAVH Management Committee of Trustees

30 October 2014

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