

DUNTISBOURNE ABBOTS VILLAGE HALL
ANNUAL GENERAL MEETING AND BIENNIAL ORDINARY MEETING OF TRUSTEES (1/16)
WEDNESDAY 8 JUNE 2016
MINUTES AND RECORD OF DECISIONS

Present:	
Eamonn Cuthbert (EC) – Chairman Robert Towill (RT) – Treasurer P Smith (PS) – Secretary Rupert Lane (RL) – Trustee – Ex-Officio (Church Warden) Russell Carver (RC) – Trustee – Parish Council Rep Rosemary Wilcox (RW) – Trustee – WI Rep	
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: Colin Russell, Julian Weston, Judy Lane, Val Bexon and Jamie Eykyn.
2	Acceptance of Minutes 28 October 2015. PS reported that the minutes of the last meeting of Trustees held on 28 October 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.
3	<p>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:</p> <p>(1) Blind Spot Mirror. A replacement Blind Spot Mirror had now been procured and fitted to assist traffic exiting the Village Hall Car Park.</p> <p>(2) Donation from Simon Gill in Memory of his Late-Mother. Following discussion at the last meeting a formal letter of thanks had been sent by the Trustees to the Gill Family in sincere appreciation of their consideration and generosity.</p> <p>(3) Reading Room Store. Subsequent to the last meeting in Oct 15 the Reading Room Store has now been let – this bringing an additional income to the Trust of £400 per annum. Rental income arising from the last FY, together with rental income with respect to the current FY, has covered all costs associated with the refurbishment and still produced an in-year financial surplus.</p> <p>(4) Gesture of Appreciation – Mr Francis Drake. Following agreement at the last meeting a modest financial gesture (in the form of a purchased tool) had been made to Mr Francis Drake in recognition and appreciation of all his efforts in the refurbishment of the Reading Room Store – this being accompanied by a formal letter of thanks from the Trustees.</p> <p>(5) Failed Dry Stone Wall. The failed dry stone wall running along the boundary between the Allotments and the Church had been repaired. The Conveyance docs had failed to identify whose responsibility the wall was and in consequence it was agreed the bill should fall in equal shares to the Village Hall and the Church.</p>

4	<p>Treasurer's Report/Financial Position. RT produced the audited annual accounts for FY 15/16 (copy attached) which had been certified by Adam Smail to whom the Trustees were most grateful. The accounts showed a surplus of £6,534, this mainly being attributed to the very generous donation, and associated gift aid tax repayment, of £6,250. Therefore our real surplus was only £284, £800 lower than the previous year. However this difference is entirely due to the legal fees and Land Registry fees attributable to registering the Village Hall and part payment towards the cost of registering the allotments.</p>
5	<p>Maintenance Report.</p> <p>a. Year in Summary. PS reported that the past year had been a productive maintenance period.</p> <p>(1) Electrical Work.</p> <ul style="list-style-type: none"> • In addition to the electrical work carried out last year two more electrical sockets had been installed in the Main Hall at the kitchen end where, hitherto, there had been none. • Additionally, a motion sensor and spotlight had been fitted to the existing light circuit on the gable end of the building adjacent to the shed – this making it easier and safer for individuals accessing the key-safe during hours of darkness. • Quite separately the annual Portable Appliance Test (PAT) had been completed – two items had failed and had therefore been removed from the building. • PS stated that over the past Winter there had been an intermittent fault on one of the Halls electrical circuits – this manifesting itself by tripping a fuse and causing the loss of lighting in the Main Hall. An electrician inspected the circuit but this resulted in a 'no fault found' finding. PS stated that it was his view that this intermittent problem resulted from damp causing a short circuit – the problem only occurs in Winter (especially when the Hall has been left unused for a protracted period) and once the Hall is heated through the problem desists. <p>(2) Annual Inspection of Fire Safety Equipment. The Annual Inspection of Fire Safety Equipment had been completed. All the extinguishers were due for replacement this year, that is: 2 x Dry Powder Extinguishers (next due replacement in 2021) and 1 x CO2 Extinguisher. The cost of the inspection and replacement extinguishers was £222, but in the current year.</p> <p>(3) Reading Room/Reading Room Store Refurbishment. As was reported at the last meeting work on the refurbishment of the Reading Room Store had been completed in late summer and the asset is now let-out and generating a useful additional income for the Trust. The future maintenance liability (at least for the next 10 years) is considered minimal. With respect to the Reading Room itself, the door and door surround had been refurbished and repainted last year. Further work on the door will be required this year and this will be completed over this summer period as part of the work to re-paint the windows. PS highlighted that over the Winter period a number of slates had again been disturbed and/or slipped and these had been immediately re-fixed to prevent additional damage. 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</p>

another liability which must be considered in future financial planning.

b. **Ongoing Priorities for Year Ahead.** Current priorities for the year ahead include:

- (1) **Flat Roof Failure.** RT informed Trustees that whilst the toilet and cloakroom had only been fully redecorated a year ago moisture damage was already much in evidence on the toilet ceiling. Concerned, he had called in two roofing specialists to help identify the problem and propose solutions. The roof has not failed but, as was already known, there are some holes around the edges and the roof is considered to be in the last few years of its effective life. The first contractor confirmed that the roof had not failed and stated that the moisture damage on the toilet ceiling was most likely the result of a cold spot – cold spots being a common feature of flat roof structures. He proposed to leave the existing roof in place (structurally sound and still capable of providing protection), apply 100mm of insulation and then top and seal with an EDPM rubber matting (expected life 40 years). The cost for this work, to include the repointing the ridge line and fillets of the Main Hall (both outstanding maintenance tasks) is £6,426. The application of insulation should improve heat retention within the building and reduce the future decorating burden. The second contractor proposed the simple stripping off of the old roof and replacement (like-for-like) with a new roof covering (albeit using modern materials with 40 year life) – and offered a price of £4,377 plus a further £750 if we wanted to insulate the roof void (from within) directly above the toilet and cloakroom – total for the work £5,127. During discussion it was acknowledged that whilst the roof had not actually failed at this stage it was at the very end of its life. Replacement sooner rather than later (as a preventative maintenance task) was preferable to delaying the work and risking failure in the meantime which might result in further damage and a more expensive 'corrective maintenance task' having to be undertaken. It was agreed that additional quotes should be obtained in order to ensure best value for money and further agreed that we should take advice from a local resident with architectural experience. A proposed position would be presented at the autumn meeting but if action prior to this was considered necessary then an out of committee briefing note would be circulated to Trustees identifying proposed action and seeking authority to commit funds.
- (2) **Kitchen.** Notwithstanding the Kitchen refurbishment project which is to be considered as an Agenda item in its own right, PS stated an intent to hire an elevated work platform over the Summer period (one week approx £100) in order to make good, treat and repaint the kitchen ceiling and upper section of walls (ie above head height). This work would include the refurbishment and repainting of the windows and their surround. Irrespective of decisions made with regard to the Kitchen project, this work needed to be done and would go a long way to improving the environmental and hygiene conditions. RC stated that he had an elevated work platform that he would be happy to provide – an offer that was gratefully received.
- (3) **Replacement Light and Ceramic Heater in Kitchen.** RT reported that the light in the kitchen was faulty and the ceiling mounted ceramic heater was not proving very effective. He had had an electrician examine the issues and proposed the replacement of the heater with a 2KW infrared heater and replacement of the light with a twin tube unit with diffuser. As the kitchen heater had been left switched-on on several occasions, he also proposed that a timing switch be fitted to this circuit with an automatic cut-off after 60 minutes. The total cost for this work was £350 plus VAT – after discussion the work was approved by the

	<p>Trustees.</p> <p>(4) Other In-Year Maintenance Tasks:</p> <ul style="list-style-type: none"> • Paint Reading Room Windows and Door. • Treat and Repaint Toilet Ceiling. • Weed car park and spray as necessary and appropriate. • Repaint windows (external) on roadside facia of Main Hall. • Paint all windows and surrounds (internally) throughout Hall.
6	<p>Website Update. PS stated that for compliance purposes the Parish Council has been obliged to make their work available on-line (thus ensuring openness and transparency). In consequence a Parish Website had been created which can be found at:</p> <p style="text-align: center;">http://e-voice.org.uk/theduntisbournes/</p> <p>Not least for economy of effort, it had been decided to make the existing Village Hall website part of the Parish Website and this had now been done. All the existing Village Hall website information has been transferred across and the original website will be closed.</p> <p>RC asked if it was possible for the website to carry local advertisements, possibly as a way of raising additional funds. PS stated that the website was hosted by Cambridge Open Systems which provided a web platform for charitable and not for profit organisations free of charge – it was a condition of use that the website was not used to make money in any commercial sense.</p>
7	<p>Registration with Land Registry - Update. Following the successful registration of our title to the Village Hall property with the Land Registry earlier in the FY, RT stated that a further application to register our title to the Allotments (held on a separate conveyance) had been made to the Land Registry late last year. The solicitors have now confirmed this process is complete and the appropriate documentation from the Land Registry has now been issued. All original conveyance (and supporting) documentation will be returned to the Trustees and it is proposed to return these (together with a copy of the Land Registry Entries) to our solicitors for safe keeping.</p>
8	<p>Kitchen Refurbishment Project.</p> <p>RT reported that a short Kitchen Project discussion paper had been written in order to inform the debate and help solicit a better understanding as to the future needs of the community. The Paper had been circulated to key users of the Hall (Kate Beim, Judy Lane and Liz Whittaker) and they had all attended a meeting at the Hall to discuss the future kitchen requirement and discuss possible solutions. Importantly, it was agreed that the Village Hall kitchen cannot be furnished as a full working kitchen (i.e. involving the full production of volume meals from raw ingredients) but that it is suitable for use as a facility to primarily serve foodstuffs prepared off-site. In short the kitchen would be a servery with a limited capability to hold both hot and cold foodstuffs (within appropriate temperature ranges) prior to serving whilst also being capable for furnishing hot and cold beverages and providing full washing-up facilities. Based on progress and input to date, a couple of outline planning options had been created and the next stage was to draw up and fully cost a final implementation plan.</p> <p>With regard to the likely timeframe, it is envisaged the formal plan would be ready for consideration by Trustees at the Autumn Meeting and if approved the necessary work would be undertaken during the Summer of 2017. In the meantime, some refurbishment work would be carried out this year as part of the routine maintenance programme. Much, however, will</p>

	depend on the availability of finances given other pressing maintenance liabilities – ie flat roof. This suggests that a fund raising effort will be required which will likely include making grant applications.
9	<p>Election/Appointment of Trustees. After discussion of the requirement for Trustees in FY 15/16 the following was agreed:</p> <p>Ex-officio Trustees (Rector and Wardens)Val Bexon, Rupert Lane and Julian Weston Elected Members – Robert Towill, Paul Smith and Eamonn Cuthbert Rep Member Parish Council – Russell Carver Rep Member WI – Rosemary Wilcox Rep Member PCC – Colin Russell</p> <p>PS stated that this would be his last year as an elected member as commitments elsewhere from 2017 onwards would preclude him taking an active part in Village Hall management. This precipitated a debate concerning the level of support for the Village Hall and the need to engage wider support from a broader cross-section of our community – this including the need to strike a better gender balance. As a first step PS undertook produce and publish a poster seeking support for the management and maintenance of the Village Hall; if this failed to produce the desired result then it was agreed a more targeted strategy may be required.</p>
10	<p>Appointment of Officers. After discussion of the requirement for committee officers in FY 16/17 the following was agreed:</p> <p>Chairman – Eamonn Cuthbert Treasurer – Robert Towill Secretary - Paul Smith</p>
11	<p>Forecast of Events and Entertainment. RL stated that he had the opportunity to book the 'Rain or Shine Theatre Company', currently touring their play 'Shakespeare's Will', for Saturday 22 October 2016 - the cost would be £350. He further proposed a further social function in February 2017 based on an Air in G event. After discussion it was agreed to book the Rain or Shine Theatre Company for 22 October 2016 and further that the Entertainment Sub Committee should informally meet to consider options for an event in February. PS suggested that given potentially pressing financial liabilities (roof, kitchen et al) it would be sensible to plan for a fund-raising event at some point early in the next FY.</p>
12	<p>Any Other Business.</p> <ul style="list-style-type: none"> • Attempted Forced Entry. For the information of Trustees, PS stated that there had been an attempted forced entry into the Store Shed to the side of the Main Hall; this had most likely occurred sometime during early April 2016. Entry was not achieved and nothing had been stolen. The incident had been reported to the Police and RT had immediately replaced both the hasp and lock.
13	<p>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 (2/16) for Wednesday 26 October 2016 at 1930 hours.</p>

P Smith

Secretary – DAVH Management Committee of Trustees

9 June 2016

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