

DUNTISBOURNE ABBOTS VILLAGE HALL
BIANNUAL ORDINARY MEETING OF TRUSTEES (2/16)
WEDNESDAY 26 OCTOBER 2016
MINUTES AND RECORD OF DECISIONS

Present:

Eamonn Cuthbert (EC) – Chairman
 Robert Towill (RT) – Treasurer
 Paul Smith (PS) – Secretary
 Rupert Lane (RL) – Trustee – Ex-Officio (Church Warden)
 Colin Russell (CR) – Trustee – PCC Rep
 Russell Carver – Trustee – Parish Council 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 Judy Lane.
2	Acceptance of Minutes 8 June 2016 and Matters Arising. PS reported that the minutes of the AGM held on 8 June 2016 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.
3	Treasurer's Report/Financial Position. RT issued a Balance Sheet for the FY-to-date together with a summary of the income/expenditure account – copies attached. These reflected a profitable 7 months of operation with income to-date from Hall rental already exceeding that received in the whole of the last FY. In-year expenditure is forecast to be significantly down on last year. The Hall now has £5,421 in the bank along with a further £5,793 on a Charities Deposit Account.
4	<p>Maintenance Report.</p> <p>a. General. PS stated that during the summer period work had continued on the refurbishment of the Reading Room with the windows and door being stripped back and then painted. The bargeboards had been repainted and minor repairs had also been undertaken to replace and re-fix a number of slate tiles. Maintenance of the Main Hall had included: the repainting of all external windows; the refurbishment and repainting of the disabled access door and frame; removal of mould on the internal walls and repainting of the shed. PS concluded by stating that the maintenance effort will continue over the forthcoming Winter period with a focus on the stripping back and repainting the road side stone mullion windows on their internal facia.</p> <p>b. Flat Roof Failure. RT reported that additional quotes for the replacement of the failed roofing felt had been obtained – this bringing the total number of quotes being considered to 5. A number of different solutions had been proposed by contractors from: the simple stripping-off of old felt and replacement with same; through the replacement of the old felt with new single-ply membrane; to replacement with Glass Reinforced Plastic; through the replacement of old felt with the addition of an insulation layer. The prices</p>

quoted for the work, reflecting the different approaches and levels of specification, ranged from £2,200 to £7,000. Following consideration of a range of criteria – this including: price; technical solution proposed; guarantee offered and level of assumed risk – it was proposed to go for a quote for £3,396. This provided for the straightforward replacement of the existing felt with a new single-ply membrane which comes with a 20 years manufacturers guarantee that cover both the material itself and the fitting/installation. Importantly, single-ply membrane does not require ‘hot-lay’ application as is the case with traditional felt systems and thus reduces fire risk during installation. If, on stripping off the old roofing felt, it proved necessary to replace all the existing boards, then the cost would rise to £4,262 (+£866) - this eventuality is not thought likely but cannot be discounted. Importantly, the quote includes the raking out and re-pointing of the gable end fillets on the Main Hall roof plus re-pointing the ridge line of the Main Hall – a maintenance issue that has been outstanding for the past 2 years. RT had discussed the possibility of making a grant application with PS and this option will now be pursued. It is anticipated the work will not be undertaken until next year but in the meantime some remedial patching will be undertaken on a self-help basis using a bitumen tar. Following discussion the Trustees approved the expenditure of £3,396 to replace the existing roofing felt and noted the possible additional expenditure requirement of £866 should it prove necessary to replace the existing boards.

c. **Kitchen Project.** PS briefed the meeting that there had been no substantive progress with the kitchen project since the last meeting in June. This was largely the consequence of time constraints but also reflected a reticence to commit funds to the project until the full financial liability associated with the flat roof failure had been quantified. He anticipated that planning would continue over the Winter period in order to be in a position to make final decisions at the 2017 AGM. Notwithstanding this, PS also anticipated that it would be possible to make some progress on kitchen decoration prior to the 2017 AGM – this involving only limited outlay of funds. PS also stated that he had been in contact with the CDC Community Partnership Officer with regard to making an application to the CDC Community Project Fund. The fund is established to assist the development and enhancement of community facilities such as Village Halls. The focus of the fund is on refurbishment and facility improvement – but not routine maintenance. Additional sources of grant funding currently being investigated are the Notgrove Trust, the Summerfield Trust and the National Lottery Awards For All. PS stated that if funding was available from one or more of these funds then the intention would be to take the opportunity to replace and update the Hall electrical heating system.

5 **Recruitment of New Trustees/Supporters.**

a. **Trustees/Supporters.** PS reported that there had only been a limited response to his appeal (poster campaign) for new Trustees and ‘active supporters’ – this limited to two additional volunteers for the cleaning roster (their offer of support being nevertheless most welcome). PS had discussed with RL and it was felt there were a number of individuals who could make a very positive contribution to the Charity and who, if approached directly, might be prepared to give of their time. The aim was to spread the load associated with running the Hall more widely such that no particular function incurred an undue burden for the individual concerned.

b. **Booking Secretary.** PS also reported that Liz Widdows was in the process of moving home and would be giving up her role as Booking Secretary. The Trustees wished to express their sincere gratitude to Liz for all her time, effort and diligence in performing this important function. Further, the Trustees asked that a formal letter of

	<p>thanks be sent to Liz together with a small token of appreciation reflecting the gratitude of the community. RT stated that he had had a discussion with Mark and Shirley Gee who had kindly agreed to take on the Booking Secretary role from Liz.</p> <p>c. Secretary. For avoidance of all doubt, PS wished to stress that he intended to give up his position as Secretary at the conclusion of the 2017 AGM and, at the same time, his tenure as a Trustee would cease. He explained this was because he intended to spend much more time abroad meaning that he would not be present locally to fulfil his obligations. This having been said, he made it clear that he was more than happy to continue to support, in an informal capacity, the DAVH maintenance effort – something he could continue to execute at his own convenience.</p>
6	<p>Forecast of Events and Entertainment. RL reported that the social evening held on Saturday 22 October had been a great success with a good level of attendance – the event had made £188 for the Village Hall. The Trustees wished to express their thanks to both Marion & Michael and Rupert & Judy for organising and delivering the function. RL stated a further social function was planned for 18th February 2017 and details would follow shortly. Consideration was also given to the possibility of organising a Race Night towards the end of April 2017 in order to raise additional funds for the Hall - details to follow once known.</p>
7	<p>Any Other Business. None notified.</p>
8	<p>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 (1/17) for Wednesday 14th June 2017 at 1930 hours.</p>

Paul M Smith

Paul M Smith

Secretary – DAVH Management Committee of Trustees

26 October 2016

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DUNTISBOURNE ABBOTS VILLAGE HALL

CHARITY No. 301522

INCOME AND EXPENDITURE ACCOUNT

PERIOD TO 31ST MARCH 2017

	<u>2017</u>		<u>2016</u>	
<u>INCOME</u>				
<u>Rents</u>				
<u>Hire of Hall</u>				
Pilates	130.00		260.00	
Pony Club	300.00		180.00	
WI Meetings	0.00		108.00	
Rendcomb Surgery	65.00		65.00	
Others	<u>508.00</u>	1,003.00	<u>590.50</u>	1,203.50
<u>Allotments</u>		90.00		100.00
<u>Reading/Storage Room</u>		<u>800.00</u>		<u>560.00</u>
		1,893.00		1,863.50
<u>DAMPS</u>				
Receipts	275.50		946.80	
Film Licence	<u>(76.75)</u>		<u>(74.52)</u>	
Surplus		198.75		872.28
<u>Events/Air in G</u>				
Receipts	488.00		918.90	
Cost of Performers	<u>(300.00)</u>		<u>(555.60)</u>	
Profit		188.00		363.30
<u>Race Night</u>		0.00		0.00
<u>Parish Council Grant</u>		150.00		150.00
<u>Bank Interest</u>		12.75		10.39
<u>Donations (car parking)</u>		70.22		141.85
<u>Donation - Simon Gill</u>		0.00		6,250.00
<u>Wayleave</u>		<u>0.00</u>		<u>0.00</u>
		2,512.72		9,651.32
<u>EXPENDITURE</u>				
Light and Heat	105.88		421.00	
Insurance	0.00		696.77	
Water	18.71		29.52	
Land Registry cost	256.00		824.00	
Property Maintenance	<u>357.48</u>	738.07	<u>1,145.22</u>	3,116.51
<u>SURPLUS/(DEFICIT)</u>		<u>1,774.65</u>		<u>6,534.81</u>

DUNTISBOURNE ABBOTS VILLAGE HALL

CHARITY No. 301522

BALANCE SHEET

AS AT 31ST MARCH 2017

	2017		2016	
	£		£	
<u>Fixed Assets</u>				
Hall & Contents at valuation	3,150.00		3,150.00	
Hall improvements (less grants)	<u>4,742.00</u>	7,892.00	<u>4,742.00</u>	7,892.00
<u>Current Assets</u>				
COIF Charities deposit account	5,793.90		5,781.15	
Lloyds Bank current account	5,421.71		3,868.14	
Cash float for DAMPS	10.00		10.00	
Sundry Debtors	0.00		0.00	
Insurance Prepayment	<u>530.00</u>	11,755.61	<u>530.00</u>	10,189.29
<u>Current Liabilities</u>				
Accruals	0.00		208.33	
Prepaid Income	<u>0.00</u>		<u>0.00</u>	208.33
<u>Net Current Assets</u>		11,755.61		9,980.96
<u>TOTAL ASSETS</u>		<u>19,647.61</u>		<u>17,872.96</u>
<u>Capital Reserve</u>		6,468.00		6,468.00
<u>Revenue Reserves</u>				
Balance at 1st April 2016	11,254.96		4,720.15	
Surplus/(Deficit) for the year	<u>1,774.65</u>		<u>6,534.81</u>	
		13,029.61		11,254.96
<u>Flower Club Funds</u>				
Balance at 31st March 2016 & 31st March 2017		150.00		150.00
		<u>19,647.61</u>		<u>17,872.96</u>