

DUNTISBOURNE ABBOTS VILLAGE HALL
ANNUAL GENERAL MEETING AND BIENNIAL ORDINARY MEETING OF TRUSTEES (1/17)
WEDNESDAY 14 JUNE 2017
MINUTES AND RECORD OF DECISIONS

Present:

Robert Towill (RT) – Treasurer
P Smith (PS) – Secretary
Colin Russell (CR) – Trustee – PCC Rep
Mark Jee (MJ) – Booking Secretary
Judy Lane (JL) – Resident and Active Supporter

Agenda Item	Issue
1	<p>Opening Remarks and Apologies for Absence. PS opened the meeting by welcoming all present and thanked them for their time and continued support. Apologies for absence were received from: Eamonn Cuthbert (EC), Rupert Lane (RL), Julian Weston (JW) and Val Thorne (VT).</p>
2	<p>Acceptance of Minutes 26 October 2016. PS reported that the minutes of the last meeting of Trustees held on 26 October 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.</p>
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.</p>
4	<p>Finance</p> <ul style="list-style-type: none"> • Approval of accounts for the year ending 31 March 2017. RT produced the audited annual accounts for FY 16/17 which had been certified by Adam Smail to whom the Trustees were most grateful. The accounts showed a surplus of £1,972 as a result of very good receipts from hiring the hall and rents received from the Reading and Storage Rooms. We now had £11,600 in the bank of which £6,250 was earmarked for the kitchen and approximately £5,000 for replacing the flat roof. Once these projects were undertaken we would be left with nothing. • Treasurer's Report/Financial Position. RT briefed the meeting as to the current in-year financial position of the Charity. He explained that we had received the annual rents and that there was nothing out of the ordinary so far. <p>Discussion: PS noted the significantly improved financial position of the Village Hall and felt that this was the combined result of: driving down operating costs; sweating the assets (ie maximising potential income arising from the Hall and its assets) and greater reliance on the self-help effort wherever possible. Notwithstanding the need to continue to meet routine maintenance requirements as well as funding the two on-going major projects, it was important to continue to maintain an appropriate reserve fund which, he reminded Trustees, should (in accordance with ACRE best practice guidelines) amount to approximately 4-5% of the building capital cost (approx £15k) or at least 3 times the overall overheads (>£12k). During inspection of the flat roof project, erosion to the tiles on the Main Village Hall roof was identified as a potential issue which represents a further emerging financial liability – thus underlining the need to maintain an appropriate reserve fund as a contingency against the unknown (as well as</p>

against the known).

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Maintenance Report.

- a. **General Maintenance.** PS stated that the self-help maintenance effort during the year to date has focused on: gently removing the growth of moss on the roof of the Village Hall; weeding the Car Park and cutting back perimeter growth; repainting the wooden storage shed found adjacent to the Hall and stripping back and repainting internally the stone mullion windows found on the front aspect of the Hall. Once the windows at the front of the Hall are completed with a second coat of paint, the effort will switch to the window surrounds on the rear aspect of the Hall. Further, the summer maintenance effort will focus on the kitchen in preparation for new kitchen furniture/fittings and possibly the painting of the main hall ceiling.
- b. **Annual Inspection of Fire Safety Equipment.** The Annual Inspection of Fire Safety Equipment had been completed in May 2017 and a Certificate of Inspection issued. The opportunity had been taken this year to change service supplier to City Fire Protection Ltd.
- c. **Electrical Work.** PS reported there were three occasions earlier this year when users of the Hall had again left radiant heaters on – this was both wasteful of energy and represented a potential fire risk. PS and RT had approached an electrical contractor to discuss the installation of a ‘count-down timer unit’ to sit between the individual radiant heaters and the main Consumer Unit – thus providing a means to prevent heaters being inadvertently left on. It is understood a similar arrangement is in place at the Daglingworth Village Hall and could be installed at the DAVH for a sum of £509.18p including VAT. **Decision:** Following discussion it was unanimously agreed that money should be committed now to fund this work prior to the onset of next winter.
- d. **PAT Testing.** Annual PAT (Portable Appliance Test) Testing had also been completed in March 2017 and an up to date Test Certificate had been issued.
- e. **Projects Update.** PS reported that only slow (albeit steady) progress had been made with the delivery of the two key projects – namely the replacement of the flat roof and the kitchen project.
 - (1) **Flat Roof Project.** Notwithstanding decisions made at the last meeting, progress has been delayed as it has since come to light that, in accordance with current Building Regulations, if you replace 25% or more of a flat roof then the opportunity must be taken to upgrade the insulation performance of the roof – as a public building we have no ‘permitted development’ discretion in this matter. Essentially this means that we now need to upgrade the roof and install what is known as a ‘warm roof’ which involves the laying (over the existing wooden decking) of: a vapour control layer; insulation board and finally a top outer weather-proof layer. PS stated that he had had a meeting at CDC with Building Control to discuss the issue and there was now a requirement to submit a formal Building Regulations Submission (Full Plans Type). Further, as the installation of a ‘warm roof’ will involve a marginal increase in height (maximum 150mm) of the flat roof we also (and quite separately) need to submit an ‘Application for Planning Permission’. PS had formally sought pre-planning advice from both CDC ‘Planning’ and ‘Building Control’ – these had been received and the formal application documentation has been prepared.

These submissions are currently being held pending final agreement of the 'warm roof' specification to be procured – essentially a choice between a felt system and a modern single ply membrane. **Discussion:** CR expressed concern at the pace of progress on this issue. PS responded saying that progress had indeed been slower than originally anticipated but this was largely the result of the requirement to conform to Building Regulation insulation standards and the additional complexity this introduced – above all he made it clear that things must be done properly in accordance with the legislation. PS felt that the rate of progress will now be improved through harnessing the collective effort of the Trustee body as a whole rather than having the burden fall on just a few. Finally, PS stated that it was still hoped (but could not be guaranteed) that the flat roof project could be delivered within the calendar year. PS suggested however, that should this not be possible work to re-point the fillets and ridge line on the Main Hall roof should be prioritised and undertaken before the winter.

- (2) **Kitchen Project.** Pending resolution of the Flat Roof Project, specifically a full understanding of the associated financial outlay, no further progress has been made with regard to the Kitchen Project. This having been said, previous planning activity remains good to go once our overall financial liability, and capacity to deliver, is fully known. What can and will continue over the summer period is the self-help activity focussed on kitchen refurbishment/decoration ready to accommodate new kitchen furniture and fittings once funds can be committed.
- (3) **Funding.** PS briefed the meeting that he had attended a funding workshop sponsored earlier this year by Gloucestershire Rural Community Council (GRCC) in Stroud. This had been a productive session and he had been able to discuss DAVH Projects first hand with a representative of the 'Big Lottery Fund – Awards for All England' Scheme. The feedback to our projects had been positive suggesting some level of support funding would be likely, subject to a successful application. Further, PS had been in discussion with the CDC Community Projects Fund coordinator with regard to potential funding support. Again the feedback had been positive suggesting some level of grant would be forthcoming. PS stated that he and RT had prepared draft applications for both funding routes and these would be submitted once the Planning and Building Control Applications had been approved. PS suggested that once the output from the grant applications process was known, an extraordinary meeting of Trustees could be called to discuss the resulting financial position and agree priorities for work.

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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 Thorne, Rupert Lane and Julian Weston
 Elected Members – Robert Towill and Eamonn Cuthbert
 Rep Member Parish Council – Russell Carver
 Rep Member WI – Rosemary Wilcox
 Rep Member PCC – Colin Russell

PS stated he had given notice at the 2016 AGM that he would stand down (as both a Trustee

	<p>and as Secretary) at the 2017 AGM. Given that no volunteers had been forthcoming to take over as either Elected Trustee or Secretary he was prepared to continue up to and including the next meeting of Trustees (2/17) in October 2017. However, he made it clear that with effect from the next meeting he would not be in a position to continue either as a Trustee or as Secretary.</p> <p>Further, PS stated than in a pre-meeting discussion EC had stated that he only wished to continue as Chair for one more year – that is until the 2018 AGM.</p> <p>Discussion/Decision. CR suggested the discreet/direct targeting of a number of individuals locally who it was felt could make a valuable contribution to the management of the Village Hall in the future. CR agreed to lead on succession planning supported by MJ and JL with a view to reporting at the next meeting of Trustees.</p>
7	<p>Appointment of Officers. After discussion of the requirement for committee officers the following was agreed:</p> <p style="padding-left: 40px;">Chairman – Eamonn Cuthbert Treasurer – Robert Towill Secretary - Paul Smith – up to and including Trustees Meeting 2/17 only</p>
8	<p>Forecast of Events and Entertainment. Discussion centred on the Community Get-Together planned for the 18 June as well as the possibility of an Autumn social function in the October/November period – details to follow once known.</p>
9	<p>Any Other Business.</p> <ul style="list-style-type: none"> • Booking Secretary Post. The Trustees wished to thank MJ for agreeing to take over as Booking Secretary for the Village Hall. The Trustees further wished to express their sincere thanks and appreciation to Liz Widdows (LW) who recently retired as Booking Secretary on moving home. Her support has been enormous over the past three years and PS agreed to write to LW to formally record the gratitude of the Trustees and wider community for her invaluable contribution and support. • Original DAVH Website. PS reported that the original DAVH website had now been deleted but a Village Hall section continues as part of the wider 'Duntisbournes' community website.
10	<p>Closing Remarks and Date of Next Meeting. PS thanked attendees for their contributions & continued support and, after discussion, set the date for the Autumn Meeting of Trustees (2/17) for <u>Wednesday 25 October 2017 at 1930 hours.</u></p>

Paul M Smith

Paul M Smith

Secretary – DAVH Management Committee of Trustees

14 June 2017

davhgl77jn@gmail.com

DUNTISBOURNE ABBOTS VILLAGE HALL

CHARITY No. 301522

INCOME AND EXPENDITURE ACCOUNT

PERIOD TO 31ST MARCH 2017

	<u>2017</u>		<u>2016</u>	
INCOME				
Rents				
Hire of Hall				
Pilates	275.00		260.00	
Pony Club	330.00		180.00	
WI Meetings	108.00		108.00	
Rendcomb Surgery	65.00		65.00	
Others	<u>703.00</u>	1,481.00	<u>590.50</u>	1,203.50
Allotments		90.00		100.00
Reading/Storage Room		<u>800.00</u>		<u>560.00</u>
		2,371.00		1,863.50
DAMPS				
Receipts	955.30		946.80	
Film Licence	<u>(76.75)</u>		<u>(74.52)</u>	
Surplus		878.55		872.28
Events/Air in G				
Receipts	968.00		918.90	
Cost of Performers	<u>(637.50)</u>		<u>(555.60)</u>	
Profit		330.50		363.30
Race Night		0.00		0.00
Parish Council Grant		150.00		150.00
Bank Interest		22.40		10.39
Donations (car parking)		108.20		141.85
Donation - Simon Gill		<u>0.00</u>		<u>6,250.00</u>
		3,860.65		<u>9,651.32</u>
EXPENDITURE				
Light and Heat	435.64		421.00	
Insurance	739.87		696.77	
Water	31.39		29.52	
Land Registry cost	256.00		824.00	
Property Maintenance	<u>425.06</u>	1,887.96	<u>1,145.22</u>	3,116.51
SURPLUS/(DEFICIT)		<u>1,972.69</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	5,803.55		5,781.15	
Lloyds Bank current account	5,826.18		3,868.14	
Cash float for DAMPS	10.00		10.00	
Sundry Debtors	45.00		0.00	
Insurance Prepayment	<u>530.00</u>	12,214.73	<u>530.00</u>	10,189.29
<u>Current Liabilities</u>				
Accruals	261.08		208.33	
Prepaid Income	<u>261.08</u>		<u>0.00</u>	208.33
<u>Net Current Assets</u>		11,953.65		9,980.96
<u>TOTAL ASSETS</u>		<u>19,845.65</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>1,972.69</u>		<u>6,534.81</u>	
		13,227.65		11,254.96
<u>Flower Club Funds</u>				
Balance at 31st March 2016 & 31st March 2017		150.00		150.00
		<u>19,845.65</u>		<u>17,872.96</u>