

**DUNTISBOURNE ABBOTS VILLAGE HALL**  
**BIANNUAL ORDINARY MEETING OF TRUSTEES (2/17)**  
**WEDNESDAY 25 OCTOBER 2017**  
**MINUTES AND RECORD OF DECISIONS**

<b>Present:</b>	
<p>Eamonn Cuthbert (EC) – Chairman          Robert Towill (RT) – Treasurer          Paul Smith (PS) – Secretary          Val Thorne (VT) – Trustee – Ex-Officio (Rector)          Rupert Lane (RL) – Trustee – Ex-Officio (Church Warden)          Colin Russell (CR) – Trustee – PCC Rep          Russell Carver – Trustee – PC Rep          Rosemary Wilcox (RW) – Trustee – WI Rep          Richard Crabb (RC) – Resident and Supporter</p>	
<b>Agenda Item</b>	<b>Issue</b>
1	<b>Opening Remarks and Apologies for Absence.</b> EC opened the meeting by welcoming all present and thanked them for their time and continued support. There were no apologies for absence.
2/3	<b>Acceptance of Minutes 14 June 2017 and Matters Arising.</b> PS reported that the minutes of the AGM held on 14 June 2017 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 during the course of the meeting. Exceptionally: a letter of thanks had been sent to Liz Widdows with respect to her sterling service as the previous Booking Secretary.
4	<b>Treasurer's Report/Financial Position.</b> RT reported that we already had an income of £2,170 in the current year, against last year's full year of £3,860, and expenditure was £1,435. £405 of this was on planning and building control fees regarding the flat roof, £509 for the new wall heater control system to prevent them being left on indefinitely and £212 on decorating and cleaning materials. This left a surplus of £735 which was considered very encouraging. We currently have £12,148 in bank funds.
5a	<b>Maintenance Report - General.</b>  PS stated that the principle maintenance effort over the summer period had focussed on redecoration within the main hall itself. Useful progress had been made following the addition of Rick Piercy (RP) to the core maintenance team – he has brought not only additional horse-power to the team but also an invaluable skills-set too. Further, it is understood that Mark Jee has also now volunteered his services and this again will do much to facilitate further and expedient progress.  PS explained that all internal window surrounds had been refurbished and redecorated. Further, the walls and ceiling around the main hall flat roof area had been refurbished and redecorated as had the walls and ceiling around the stage area. All these areas had been particularly bad with respect to flaking-paint as well as damp/mould issues.

Whilst not a maintenance issue as such, PS reported that as part of the refurbishment activity a number of old photographs depicting the locality in days-gone-by had been framed for display within the Hall. A total of 8 photographs had been framed and hung, a further 4 photographs have been framed and are ready to hang whilst a further 4 photographs are awaiting framing.

Finally PS stated that following discussion and decision at the last meeting, a time lag switch had now been fitted to the 'radiant heater' electrical circuit – thus providing a fail-safe means of ensuring that these heaters cannot be left on inadvertently by users and the end of their sessions. This addition is seen as an important aid to safety and will help to reduce utility bills.

The Trustees wished to express their thanks to RT, RP and PS for all that had been done over the Summer period to help keep the Hall in such good order. It was appreciated that the maintenance of the Hall is a time consuming business and sincere gratitude was expressed to the maintenance team for committing such a lot of their valuable time to its upkeep and helping to keep maintenance costs down.

**5b Maintenance Report – Projects Update.** PS reported that since the previous Trustee Meeting earlier in the year a Planning Application and Building Regulations Submission had been submitted to Cotswold District Council and an application for Grant Funding submitted under the National Lottery Awards for All (NLA4A) Scheme.

Planning. Following due process, a Planning Application Decision Notice has been issued by CDC (17/03258/FUL) to “Increase height of rear lean-to roof by 150mm” – this reflecting the need to install additional thermal insulation in compliance with current Building Regulations Legislation. Again, following due process, CDC has issued a Building Regulations Conditional Full Plans Approval Notice (17/0292/OTH) for the proposed work – the conditions of approval will need to be discussed with our chosen contractor once we are in a position to proceed.

Grant Application. Trustees were reminded that, in accordance with NLA4A requirements, a copy of the application had been passed to each of them and they had all given their approval to what had been written in the application and declared an acceptance of the NLA4A T&Cs. As the Trustees are aware the Grant Application relates to a request for funding for three discrete elements within an overall DAVH refurbishment project, these being: re-roofing the rear flat roof section of the Hall; refurbishment of the kitchen and sanding and re-sealing the Hall wooden floors. The total project cost is £15,350 of which we are seeking a grant from NLA4A of £9669 with the balance being met by us of £5681. Expressed as a percentage of the full project costs, we as DAVH are funding 37% of the total and are asking NLA4A to fund the balance of 63%. RT submitted the Application on 14 October and we expect an answer as to the success or otherwise of our Application within the 10-12 week timeframe. Clearly final commitment decisions must now await the outcome of this process.

Discussion.

- CR suggested that given progress made we should now just get on with the re-roofing task. PS stated that unless we were willing to self-fund this task in-entirety ourselves this would not be possible. As part of the NLA4A T&Cs we cannot commence any work or commit to work which is reliant upon NLA4A funding until such funding is approved. PS further reminded Trustees that money granted by NLA4A could only be used for the specific purpose for which it is granted – specifically, recognising that there were three discrete elements to our submission, there is no discretion to move any money awarded between these elements.
- Following discussion Trustees agreed that it was important to await the outcome of the

	<p>NLA4A process in the first instance. However, Trustees further agreed that should we not be successful in our application then we should get on and commit reserve funds to repairing/refurbishing the flat roof section of the Hall – even if this means we cannot commit to and deliver other planned refurbishment tasks. If indeed we are unsuccessful in our grant application then a quick decision on next steps should be taken by Trustees out of committee – ie via collective email unless circumstances/complexity necessitates an ad-hoc additional Trustee meeting.</p> <ul style="list-style-type: none"> <li>• A question was asked as to whether the price associated with the flat roof refurbishment was 'fixed'. PS stated the price used for our NLA4A submission was correct at the time of submission but that the price may well be different by the time we are in a position to commit to contract – this a consequence of inflation, currency exchange fluctuation etc.</li> <li>• PS stated that, to ensure openness and transparency within the community, he would put a redacted copy of the NLA4A Application on the Village website.</li> <li>• Mindful that PS was stepping down as a Trustee and Secretary at the end of the meeting, CR questioned the ongoing and future management of the project work. As someone already intimately involved, RT stated he would be the Trustee lead for the project work.</li> </ul>
6	<p><b>Appointment of Replacement Trustees.</b> PS stated that whilst he was happy to continue the Hall maintenance effort on an informal basis (as he was available) this was his last meeting as a Trustee and Secretary and was now stepping-down. He had a small amount of minor housekeeping to do – including writing up the minutes of this meeting – but otherwise was in a good position to hand over his responsibilities as Trustee/Secretary once a replacement Elected Member was identified.</p> <p>CR had agreed at the last meeting to follow up the succession planning requirement and reported that Richard Crabb (RC) had offered his support - RC being in attendance at the Meeting confirmed this and he agreed to be appointed as an elected Trustee (vice PS) but stated that he did not wish to take on the duties of the Secretary.</p> <p>Following further discussion CR agreed to take on the duties of the Secretary once again but only in respect of those activities associated with the running of Trustee Meetings.</p> <p><b>After note:</b> PS will map his duties as Secretary and where possible identify who will now inherit each of these duties and, importantly, identify which duties remain for which future ownership remains an unresolved issue. At worst case this will have to be discussed at the next meeting.</p>
7	<p><b>Forecast of Events and Entertainment.</b> RL reported that a social evening has been arranged for the Evening of Friday 10 November and that this is currently being advertised – those wishing to attend should contact either the Lanes or the Lowes. A further social event is planned for 23 February 2018 and details will be promulgated nearer the time.</p> <p>Mindful of significant expenditure planned for the next year and, importantly, the need to maintain an appropriate level of reserve/contingency funding, PS suggested that consideration should also be given to the possibility of organising a Race Night or Quiz Night over the Summer period in order to raise further funds for the Hall.</p>
8	<p><b>Any Other Business.</b> The following issues were raised under AOB:</p> <p><u>Missing Table.</u> One of the two Formica top kitchen tables is missing and has been since mid-June. If anybody has borrowed this or knows of its whereabouts, then could said item please be</p>

	returned as a matter of priority. RL agreed to investigate further.  <u>Vote of Thanks.</u> Upon the occasion of PS standing down as a Trustee and Secretary, EC wished to extend a sincere vote of thanks to PS for all he had done for the Village Hall – this endorsed by all present.
9	<b>Closing Remarks and Date of Next Meeting.</b> EC thanked attendees for their contributions & continued support and, after discussion, set the date for the Annual General Meeting/ Meeting of Trustees (1/18) for Monday 11 June 2018 at 1930 hours in the Village Hall.

*Paul M Smith*

Paul M Smith

Secretary – DAVH Management Committee of Trustees

25 October 2017

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