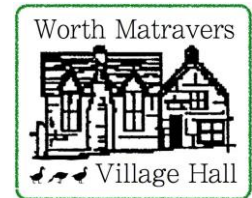


Worth Matravers Village Hall

**Minutes of the Trustees Meeting held
at 6.30pm on
Wednesday 24 Jan 18**



Trustees Present:

Nick Viney (Chairman), John Hynan (Treasurer), Tim Arnold (Secretary), Hugh Cochrane (PCC Rep), Mark Hill, Claude Bonfanti, Jack Ross, Helen Stewart.

1. Apologies

Charles O'Reilly, Sam Davies.

2. Points from the Minutes of the last meeting on 5 Oct 17

Error in Minutes: Helen agreed to 'visit the School House and report back to the Trustees', she did not 'agree to take on a new role as liaison between the Trustees and the tenant'. Deleted with apologies from previous Minutes.

Mark Hill will paint the fence around the electricity substation.

Nick will ask again about the car park collection.

Ian Bugler is not available to represent PC.

Nick will also include marquee sides in forthcoming cleaning / proofing job.

3. Finance

The Trustees Report is produced:

Because there is no independent exam.
To give Trustees chance to comment.
To inform new Trustees.
With agreement, Charity Commission requirements are met.

Jack suggested reports copied to PC.

Hugh happy with end result after their review.

In general: 'all is good, more money in the bank than last year'.

Reserves Policy: to ensure enough reserves to cover our duty of care, but not too much, but we have quite a lot. Better perhaps to fix a % against building value? For the record: "We have reviewed procedures".

John Hynan was thanked for all his thorough work as Treasurer.

4. New Trustees

Scheme for clubs etc outdated, but status quo unlikely to be contested or raised.

John offered to be the keep fit club rep!

Roles of Bookings Sec, Hall Sec and Events incl Fête to be reallocated.

Mark kindly offered to take on Booking Sec until October, when he will be leaving the village for an extended period.

Tim will continue to maintain the website if given uploads etc from the Trustees.

Dawn Cosh has agreed to become a Trustee.

Rob Lobley might be.

Nick also has some 'possibles'.

Adrian Wood has agreed to stand down as he cannot often be present.

Tim to write Job Descriptions.

5. **Fête**

Peter Handy will chair a forthcoming fête meeting but does not wish to organise the fete itself.

2018 will be Mandy & Mark's last Fête, and possibly Sheila's last too.

Local Artists will exhibit as part of PAW. Peter will discuss Fête day with them.

6. **Caretaking** Sparkle will be booked monthly, to cover casual use.

7. **School House**

Helen produced an excellent School House Report and was thanked by all present. In summary, her advice is to appoint a local letting agent.

Nick to check all jobs have been done.

Jane Viney may take on a liaison role for a trial year.

Jack will ask Dawn Cosh for advice on agents.

Rent: up by £25 per year. John to write to tenant to advise.

8. **Maintenance**

Tim will book a dishwasher repair.

Hugh asked that Tim books an electrician first, to make sure the dishwasher needs repair.

Tim to ask Julian Harris about o/s lights.

Chairs need not be replaced this year in view of other purchases.

9. **Purchases**

Tim will purchase MS Office 365 for the laptop.

Tim will arrange installation of new fire alarm, maintenance contract & removal of old.

Tim will get quotes for new OHP and screen AV system for hall, to be approved by email and installed asp.

10. Stock Check & Inventory

Tim will arrange a stock check with Sam, and Nick will send over the old inventory for reference.

11. Website, Email list & Directory

Tim will continue to maintain the website as it is, until another webmaster / host server can be found.

Jack will continue to maintain the full Worth Directory with locations etc.

Tim will transfer a CSV file with the 205 'Mailchimp' names & email addresses on the VH mailing list to the new Hall Sec once appointed.

12. Any other Business

BBQ on the Green will continue. Nick will ask Chris & Nicola if they would like to do it again. Nick suggested Dominic Heath might provide the food.

13. Date of the Next Meeting

The AGM is 11 April 2018, with Trustees meeting afterwards.

Further Trustees meetings on 4th July and 10th October.

Nick Viney
Chair
26 Jan 18