



**Minutes of the Village Hall Management Committee Meeting held
on Tuesday 28th November 2014, 7.30pm.**

Chairman Nick Viney
Treasurer Hugh Cochrane
Secretary Tim Arnold

Committee Members Present

Jerry Burden, Tim Hoad, Jenny Hynan, Charles O'Reilly, Jack Ross, Adrian Wood.

1. **Apologies** - Richard Sandham; who also expressed displeasure at not being able to attend due to the postponement of the previously agreed date.
2. **Minutes of the last Meeting** The Minutes of the previous Management meeting on 15th April were circulated and agreed.
3. **Matters Arising** There were no matters arising that were not subsequently addressed in the Agenda.
4. **Committee Members** Hugh Cochrane gave notice to resign from the post of Treasurer with effect from the end of 2015. All were asked to consider how he might be replaced, and whether an online accounting system (such as SAGE) might be an alternative method for day-to-day book-keeping.
5. **Treasurer's Report** The Treasurer outlined the following:
 - a. The general financial state of the VH is good, with net income of £8084.10, which was £417.19 up on last year.
 - b. The electricity bill is approximately halved; this was put down partly to a mild winter but significantly due to the replacement heater system.
 - c. **Charges** A revised schedule of hire charges was approved by the Committee, including the School House rent, which was agreed should remain the same.
 - d. Organisers of the Purbeck Film Festival will in future be invoiced for hall hire, rather than have the VH take a percentage of ticket sales.
 - e. Hall Insurance is now set up for the next 3 years as previously agreed by email before the meeting.
6. **Investment, Management & Refurbishment**
 - a. Bin emptying is now set up through DWP.
 - b. TA & JH are to look at options for new chairs, with better covers.
 - c.1. **Caretaking** With issues such as emptying the Hoover, and general hall tidiness, NV agreed to continue to maintain to a consistent standard the general care of the hall, booking Sparkle as and when required, and calling for help from committee members when needed.
 - c.2. **Gardening** It was agreed that the gardening rota has been difficult to maintain. It was therefore agreed that a gardener could be contracted to undertake the various gardening jobs throughout the year. This was estimated to take between 1 - 2 hours, more or less at certain

times of year but an average of 1.5 hours per fortnight. TA agreed to approach Mark Norman to see if he would be interested in doing this, and to discuss his costs with the committee before confirming.

d. Repairs to the stove pipe and installation of smoke alarms in the school house have been done. A check by relevant authority was suggested by TA, but with the addition of one more alarm in the conservatory, it was felt this was not necessary. NV agreed to get the additional alarm installed.

e. The 500500 phone facility, which serves only to attract Purbeck Leisure Centre callers, is to be withdrawn, at a saving of around £90 p.a. TA agreed to the use of his own phone number, 439442, for hall bookings. In the meantime, the 500500 number now redirects to Specsavers.

f. **Exhibition Boards** AW presented a design for the boards; the following was agreed:

i. A1 size.

ii. TA to source display clip frames so that paper inserts can be rotated, and occasionally used for other items (i.e. PASH)

iii. HC and TA to arrange a meeting with Julian Harris to discuss installation of an LED rail around the committee room.

iv. Contrast between text and background could be better.

v. Not too much text on each board.

vi. AW to continue work on the content, while TA & HC will focus on installation and lighting.

g. **Residents' Survey** Although there were only 26 responses, these were likely to have been from the 26 people who might read these minutes, hence they were of some value.

The suggestion of an early summer event would be put to the events committee, with the caveat that there is a need for folks that make suggestions to come along and help implement them.

h. From the small number (8) who said they might use broadband and internet cafe, it was decided that this would not be financially viable, and would be very difficult to maintain.

7. **Hall Bookings**

a. TA agreed to make the bookings page easier to find on the website, although it is designed to ensure that hirers see and agree the T&Cs before making a booking.

b. NV agreed to monitor hall users, and check after hirings the requirement for Sparkle cleaning.

8. **AOB** JB, as Chair of the PC, was asked to pass on the request for a £50 contribution towards the village green Christmas tree. AA has ordered a tree from Putlake for delivery.

9. **Date of the next Meeting** The next meeting will be at 7.30pm on Tuesday 13th January 2015.

Nick Viney
Chairman