

Minutes of meeting of Coates Village Hall Management Committee, 19 July 2018

1. **Present:** Mr H Burr (in the chair), Mr P Bond, Mrs D Crane, Mr P Griffiths, Mr R Hardwicke, Mrs M Reynolds, Mrs L Vaughan, Mrs J Edmonds (Volunteer Fundraiser)

Apology: Mr R Smith

2. **Membership of the Management Committee:**

There is still a vacancy for a representative from Good Companions.

3. **Minutes** of the meeting of the meeting of 17/05/18 were agreed and signed

4. **Community Voice:** A request has been received from Mrs. Azzopardi for the installation of an outside tap to facilitate her watering of the village hall garden. It was agreed that this will be included in the kitchen modernisation scheme, planned for 2019.

5. **Correspondence:** None

6. **Treasurer's report:** (Mrs Crane)

Electricity: An interim final payment to Npower of £377.60 (up to 1/05/18) has been paid, and the closing balance of £57.44 will be collected on 27/07/18. Monthly Direct Debits to Scottish Power of £95.51 commenced on 04/06/18.

<u>Donations received:</u> Village Club to bar refurbishment	£2070.00
Art in Coates to Hall improvements	£ 594.00
Anon – ex lottery campaign	£ 152.00
Waitrose, to kitchen fund	£ 177.00

<u>Pending Payments:</u> Pubs etc. - for bar furniture	£6067.20
David Parks, Exterior painting	c £2170
Lottery Prizes	c £1200
TOTAL	c £9437.20

After these payments are made from the £15,848.86 currently in the Treasurer's account the sum of £6,411.66 can be regarded as CVH working capital.

CVH Business/Reserve Account : £8,008

7. **Health & Safety & Security.** The dropped pavement applied for to enable disabled access from the road has been agreed by CDC

8. **Operational Management/Maintenance & Repair:**

i) Aide Memoire: David Park will clear the gutters when leaf fall is complete.

The annual payment of £130 for renewal of the Hallmaster bookings contract is due in December 2018.

The electrical inspection is not due until 2020. There is agreement that rewiring the building and upgrading the heating system must be carried out as a major project after the kitchen scheme has been completed.

ii) Exterior Painting: Mrs Crane was thanked for organising this task which has enhanced the building and the village.

iii) Drainage: The soakaway is not preventing surface water accumulating in the car park. It was agreed that downpipes and drainage be checked before the kitchen improvements begin. Mr. Burr will consult Paul Sanders. **Action HB**

9. **Hall Bookings and Amenities Report:**

i) Booking information and Conditions of Hire: Mrs Vaughan has sent a letter to all user groups, explaining the new charging policy which will take effect from January 1, 2019. Hirers will be due to pay for the whole period that the hall is in use.

ii) Community events : A discretionary rate may apply.

iii) The Hallmaster booking system is working satisfactorily.

10. Fundraising report: (Mrs Edmonds)

- i) Lottery: 72 people are participating.
- ii) Bristol Textile Recycling. £160 has so far been raised.
- iii) Coffee Cake Chat (CCC): continues to be a much appreciated feature of village life, and is beginning to attract people from neighbouring villages. Two extra helpers have joined the team.
- iv) Hatch: This will be enlarged in October, costing £250 as agreed on 17/05/18.
- v) Kitchen Fund: It was noted that all money accumulated by donations or fund-raising specifically to upgrade the kitchen is ring-fenced in the treasurer's account.

11. Marketing & Communications:

Village Notices: Mr Griffiths reported that the size and siting of a new notice board (or boards) is under discussion by the Parish Council. A larger board outside the village hall to publicise village events was recommended by the Trustees.

12. Strategic and General Governance:

i) Club/Meeting Room:

Mr Burr reported that good progress is being made by volunteers who have already removed the bar and have begun on clearing the area behind it. The new bar and surround have been delivered and will be fitted professionally.

While the room is out of use club nights and meetings will take place in the hall

ii) Kitchen up-date:

The three quotations received are still under consideration.

iii) Charity Commission: The guidance document 'Charities that are connected with non-charitable organisations' will be kept on file for reference.

13. AOB: For information-

Charity Commission: From August 1, 2018, there will be changes in the rules for the appointment of Trustees of charities. These may be found on the Charity Commission web-site:

www.gov.uk/guidance/automatic-disqualification

Dates of meetings in 2018 :

September 20, November 15.