

Minutes of meeting of Coates Village Hall Management Committee, 20 Sept. 2018

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

Apologies: Mr H Burr, Mr P Bond, Mr R Smith.

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

The committee is unchanged.

3. **Minutes** of the meeting of 19/07/18 were agreed and signed.

4. **Community Voice:** There has been warm appreciation of the dropped curb recently provided by C.D.C. to aid wheelchair access to the hall from the street.

5. **Correspondence:** None.

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

Electricity: The final payment to Npower was collected on 25/07/18. Monthly Direct Debits to Scottish Power of £95.51 continue.

Water: Monthly payments to Castle Water are £27.53.

Exterior work: A final payment of £2170 has been made to David Parks for exterior painting and repair of woodwork and guttering.

Bar Refurbishment: £6067 has been paid to Pubs etc. for the new bar and surround. The Village Club has contributed £2070 to this sum.

Kitchen Hatch: £290 was paid for enlarging the hatch and providing new doors. The cost of paint was met by a donation from CCC (Coffee Cake & Chat)

Hall hire: The end of the financial year is September 30. Invoices for hall hire have been sent to the regular users who pay annually.

Current balances at 17/09/18: Treasurer's Account: £8,630.04

Business Account: £8,009.71

The sum ring-fenced for the kitchen refurbishment is £2964.

7. **Health & Safety & Security:** The dropped curb has been installed.

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

i) Aide Memoire:

The Buildings insurance premium will be due for payment in November. Trustees were asked to consider before then whether any additional cover is needed in view of recent improvements to the building

ii) Drainage: The best way of dealing with rainwater from the back and the front of the building is still under investigation.

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

i) Bookings: Jo Jingles is to reduce the time formerly booked on Monday mornings. An enquiry has been received for an early evening dance/zumba class. Tuesdays and Wednesdays are free at present.

Mrs. Vaughan will convene a group to put up Christmas decorations at the end of November. She will consult Village Club members about their plans and an option to buy new decorations for the refurbished room.

10. **Fundraising report:** (Mrs Edmonds)

i) Lottery: The Draw is a popular feature of the monthly Coffee mornings (CCC)

ii) Bristol Textile Recycling; A further £34.50 has been received

iii) Kitchen Fund: Monies raised or donated exclusively for up-grading the kitchen:

From Coates Grande Fiesta £ 1950

Waitrose green token scheme: £285 and £177 462

Coffee Cake and Chat: £200 and £150 350

Anonymous donations: £152 and £50 202

Total to 20/09/18 £ 2964

- iv) Bristol Textiles: To date, £225 has been raised from textile recycling.
- v) Mrs Edmonds is preparing grant applications for the kitchen update.
She will attend a Fund Fair in Cheltenham on October 8

11. Marketing & Communications:

- i) Village Notices: Mr Griffiths reported that the Parish Council intends to erect a new notice board at the entrance to May Tree Close. Mrs Crane and Mrs Vaughan plan to refurbish the board outside the village hall, to be used thereafter solely to publicise village hall events.
- ii) The Website has been updated with a new picture of the village hall.
- iii) Watershed Magazine: It was agreed that a donation of £60 be donated annually in November.

12. Strategic and General Governance:

- i) Club/Meeting Room: There is general pleasure in the improvements already made

and the scheduled work is progressing very satisfactorily. Mr. Hardwicke reported that expenditure so far is in line with expectation.

- ii) Kitchen up-date:Cost Forecast.

Mr Griffiths presented his detailed schedule of likely costs for refurbishing and equipping the kitchen. Examples of current prices for skip hire, suitable white goods and units, along with 'guesstimates' for building work, plumbing, electrical work and necessary approvals were listed and costed inclusive of VAT. Together with an extra 5% for contingencies the total cost may be in the order of £16.000

The project may be funded by: Money already ring-fenced	£2,514
Sum to be allocated from Village Hall	2,138
Grant from Parish Council	<u>5,000</u>
Total	£9,652

This would leave £5,887 to be raised from grants and fund-raising.

To make a request to the Parish Council for £5,000 from the precept in 2019, interest must be expressed by November 5, 2018. when the Council will meet.

AOB:

Annual General Meeting: November 15 at 8 pm with wine and nibbles.
Trustees will hold a committee meeting beforehand at 7 pm

Dates of meetings in 2019

January 17, March 21, May 16, July 18, September 19, November 21.