

Minutes of meeting of Coates Village Hall Management Committee, 15 November 2018

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

Apologies: Mr H Burr, Mr R Smith.

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

The committee is unchanged.

3. **Minutes** of the meeting of 20/09/18 were agreed and signed.

4. **Community Voice:** No matters have been raised.

5. **Correspondence:** None.

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

Electricity: Monthly Direct Debits of £95.51 to Scottish Power continue.

Water: Monthly payments to Castle Water are £27.53.

Insurance: A three year contract exists with Allied Westminster. £652.69 has been paid for Year 2 of the policy.

Watershed Magazine: An annual donation of £60 has been made.

Premises Licence: £70 has been paid to Cotswold District Council.

Bristol Textiles: £86.40 for recycling has been received since the last report.

Hall hire: £272 has been received to date, (not including payments from the Village Club).

Current balances at 15/11/18: Treasurer's Account: £8,719.23

Business Account: £8,010.03

7. **Health & Safety & Security:**

The Threshold to the street door: A raised lip of concrete requires attention to prevent accidents.

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

i) Aide Memoire:

a) Insurance: The premium of £652.69 due in November has been paid.

b) Hallmaster Booking: Renewal of the annual contract was agreed and payment of £130 is due to be paid in January.

ii) Drainage: No investigation or remedial action has yet been taken.

iii) Storeroom: A date in January will be set for a thorough clear out of the room.

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

Bookings:

a) Hire of the bar facilities. Hirers from outside the village wishing to have the bar available for an event must give two weeks' notice so that volunteer bar staff can be found. If none are available, this service cannot be offered.

b) Implementation of the charging policy (total time of use) will begin in January 2019. Reminders will be sent.

Action LV

c) Hire Charges: A complete review of tariffs is needed, including a revision of the charge for the Village Club since re-organisation of the club/Meeting room. A meeting will be arranged for January.

10. **Fund Raising report:** (Mrs Edmonds)

i) Grant Applications: With assistance from Mrs Crane and Mr. Griffiths, Mrs Edmonds has submitted applications for grants towards the refurbishment of the Village Hall kitchen to Cotswold District Council for £4,000 and to Gloucestershire County Council for £9,000, following discussions with the respective councillors Tony Berry (CDC) and Stephen Hirst (GCC).

- ii) Bristol Textile Recycling: £375 has been raised so far this year.
- iii) Coffee, Cake and Chat (CCC): This year £1,000 of profits have been dispersed. Donations have been made to the Village Hall towards the kitchen upgrade and various sums have been given to other charitable projects including the Watershed Magazine.

11. Marketing & Communications:

There is nothing to report.

12. Strategic and General Governance:

i) Club/Meeting Room: Mr. Hardwicke reported that work is progressing well. Blinds have been ordered and some painting is still to do. An opening ceremony is planned for December.

ii) Kitchen up-date: Cost Forecast.

The costings schedule presented at the last meeting, together with proposals for funding the scheme have been submitted in Grant Applications to Cotswold District Council, and to Gloucestershire County Council.

13. AOB:

Parish Council Liaison : Mr. Griffiths reported that the Parish Council wishes to take forward ideas received from participants of their community questionnaire, and asked whether the Village Hall Committee would be willing to be involved in this process. There are no details so far, but the Trustees agreed willingness in principle.

Dates of meetings in 2019

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