

## Minutes of meeting of Coates Village Hall Management Committee, 17 January, 2019

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

**Apologies:** Mr P Bond, Mrs L Vaughan.

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

Mrs. J. Edmonds was elected as a Trustee at the AGM on 15/11/18

Mr R Smith has agreed to be Volunteer Consultant, and is no longer a Trustee.

3. **Minutes** of the meeting of 15/11/2018 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. Meter readings are being recorded at intervals to monitor consumption by the urinal in particular.

Lottery: Additional subscriptions of £44 have been received, £300 was paid out as prizes for November, December and January. £20 was paid for the Lottery Licence.

Hallmaster Booking services: £137 has been paid for a second years' contract.

Donations: £100 has been donated by CCC and £76.22 by Art in Coates

Bristol Textiles: £26.10 has been received.

Hall hire: Regular Payments of £350 per month from the Village Club continue, and a further £632.50 from other hall hire has been banked since the last meeting.

Sundry expenses: (AGM, Christmas decorations, doormat) amounted to £58.43.

Current balances at 11/01/2019: Treasurer's Account: £9,305.72

Business Account: £8,010.71

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

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

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

i) Aide Memoire:

Fire inspection: The bricking-up of the back door to the bar storeroom has been approved. The dates for required inspection of fire extinguishers will be checked.

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

iii) Storeroom: All surplus items have been disposed of after a team of helpers cleared and reorganised the storeroom on January 12.

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

Tariffs: Mrs. Vaughan's report from the Tariff Review meeting held on January 10 was presented for approval. After consideration, the following points were agreed.

- The charge per hour at both the local/charity rate (£6) and for commercial hire (£9) will not change but hirers will be charged for the whole time taken for setting up and clearing away viz. 'Key to Key'.
- Rooms may be booked for part hours and will be charged pro rata.
- A single booking for 6 hours or more will qualify for a 10% discount.
- Use of the kitchen is available when the main hall is booked for an additional charge of £1.
- The Local tariff will apply to all residents of Coates and Tarlton as well as neighbouring residents where Coates is their nearest village hall
- Charity events will be charged at the same rate as local events when all proceeds are donated to a registered charity.

- Community events: By agreement of the Trustees, four such events in any one year may be held at a reduced hire charge. To be considered a community event it must be (i) suitable for and open to all members of the community, (ii) be booked three months in advance after consideration by the Village Hall Trustees, and (iii) be a significant village occasion within the calendar year eg. a street party for a National celebration, Coates Country Fayre etc.
- Commercial tariff– this will apply to events at which alcohol is sold (or provided free but there is an entry charge).
- Use as a Polling station – exclusive use of the whole building is required.

Village Club: After discussion of the club's programme and activities planned, Mr. Burr proposed that '*a standing charge of £350 per month be made for the club room and bar for normal operating hours. This sum will also cover flexible hours, so long these are booked in advance and that no other booking for the room has previously been made. This arrangement may be reviewed at any time*'.

All Agreed

It was also agreed that flexible hours should total no more than 10% of normal hours.

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

- Grant Applications: Mrs Edmonds reported that pending receipt of further documentation, (now provided), Gloucestershire County council has agreed in principle to grant £9,000 towards refurbishing costs of the village hall kitchen. The application made to Cotswold District Council is still under consideration.
- Bristol Textile Recycling: The company is due to pay £156.60 for goods recently cleared from the recycling bin in the village.

#### **11. Marketing & Communications:**

There is nothing to report.

#### **12. Strategic and General Governance:**

- Club/Meeting Room: When funds allow, new tables and chairs will be purchased.
- Kitchen up-date: Fundraising for this project continues.

#### **13. AOB:**

Parish Council/Village Hall Liaison : The Annual Parish Meeting will take place in Village Hall on Tuesday 23 April to which all are invited. Suggestions for ways of increasing use of the Village Hall building will be aired and if considered feasible, may be set in motion.

Dates of meetings in 2019

**March 21, May 16, July 18, September 19, November 21.**