

Minutes of meeting of Coates Village Hall Management Committee, 21 March, 2019

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

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

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

Mrs Libby Harrison was welcomed as the new representative from the Village Club, following Mr. Hardwicke's election as the club's chairman.

3. **Minutes** of the meeting of 17/01/19 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 will be increased to £138 each month to cover consumption. The contract ends in May this year when a final bill will be issued.

Water: Monthly payments to Castle Water are £27.53.

Lottery: There will be a final pay out of prizes on April 16, and the launch of next year's lottery will take place immediately. £3,455 has been collected this year of which £1700 is prize money and after deductions for printing and the Lottery licence, £1714.75 has been raised for hall improvements

Hall Hire: £698.90 has so far been received in addition to regular payments of £350 per month from the Village Club.

Donations: £52.

Bristol Textiles: £160 received and a further payment is due.

Building maintenance: £137 has been paid to David Park for his annual clearance of gutters and the flat roof.

Current balances at 18/03/2019: Treasurer's Account: £10,161.34

Business Account: £8,010.71

Council Tax: It has been confirmed by Cotswold District Council that Coates Village Hall is allowed 80% mandatory discount plus 20% discretionary relief. Therefore no Council Tax will be charged.

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

A First Aid Course will be run by Gloucester District Council when a date can be arranged.

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

i) Aide Memoire:

ii) Minor repairs: Light bulb, toilet door etc. These will be attended to by Mr. Burr.

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

Bookings: Mr Griffiths reported that there has been an increase in bookings of 15% for the first three months of this year compared with the same period in 2018.

The entire building will be used as a Polling Station on May 2 for Local Elections.

The payment for hire is what CDC will offer, but it has been £250 in the past.

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

i) Lottery : Mrs Betty Mixture, who provided the initiative for setting up the Village Hall Lottery is no longer able to take an active part. Licensing conditions require that a second representative be appointed to take responsibility with Mrs.Crane. Mrs Jan Edmonds is willing and was approved unanimously. Warmest thanks and good wishes will be sent to Mrs Mixture.

ii) Bristol Textile Recycling: The clothing bin is being well-used and provides a useful amenity in the village as well as earning money for improvements to the hall.

11. Marketing & Communications:

A new notice board at the entrance to May Tree Close will be used to display Parish Council information.

WIFI: It was unanimously agreed that provision of WIFI in the Village Hall is a necessity. Mrs Edmonds will seek quotations for the costs of installation and monthly payments.

Action JE

12. Strategic and General Governance:

i) Club/Meeting Room: New chairs have been bought, and bar stools and an additional shelf for drinks will be added in due course. The improvements have resulted in increased use of the room.

Coffee Machine: There has been interest in purchasing a coffee machine as a facility for other groups hiring the room. Mrs. Harrison brought details and costs of coffee machines requiring capsules. It was felt that service would be very slow by this method, and it that a commercial model may be more suitable. This option will be explored.

ii) Kitchen up-date: A written report from Mr. Griffiths confirmed that Gloucestershire County Council have approved a grant of £9,000 from their Community Project Fund, and that the money will be released once they have assurance that all the funds required (£18,135) are in place. £4,000 from the Village Hall account (from fund raising, the lottery and donations) is ring-fenced for work on the kitchen, and it is anticipated that Cotswold District Council will grant at least £3,000. Coates Parish Council has agreed payment of bills up to £2,000 as they are presented.

A committee will be set up as soon as possible to proceed with this project.

13. AOB:

For information:

Mr Griffiths is not seeking re-election to Coates Parish Council, so cannot continue after May as the Parish Council representative on the Village Hall committee.

However, he is willing to work with the committee until the AGM in November in a non-trustee role, with bookings, web-site up-dates and the kitchen up grade.

Dates of meetings in 2019

May 16, July 18, September 19, November 21. AGM to be arranged.