

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 26th July 2018

Members Present:

Sonia Jenkinson (SJ) John Macmillan (JM)
Polly Macmillan (PM) Richard Monbiot (RM)

1. **Apologies for absence and welcome of new trustees**

No apologies. Because of the delayed start to the meeting none of the new trustees were able to attend.

2. **Conflicts of interest**

None

3. **Minutes of the last meeting**

Having been previously agreed by email the minutes were signed by the chairman.

4. **Matters arising**

Because the AGM had over-run and the committee meeting did not start until 9.15 pm it was agreed to defer matters arising until the next meeting.

5. **Election of officers**

RM confirmed that although he had no wish to remain in the Chair in the light of his increasing business commitments, as no-one had come forward to be Secretary and he and **JM** were in agreement that one person should not hold both offices, he would reluctantly remain as Chairman for another year if re-elected. **JM** confirmed that he was prepared to continue as Secretary and that he and **RM** had agreed that he would take over as much responsibility for the day to day running of the VH from **RM** as possible. He and **RM** would meet to agree what this would mean in practice and also to draw up detailed job descriptions for the two roles for future reference. **RM** and **JM** were re-elected on that basis [**Action RM and JM**].

6. **Treasurer's report**

RM reported that we currently had in the region of £29,500 in the bank. A detailed breakdown of money held in various reserves and on behalf of the Playground Group had been given at the AGM as recorded in the AGM minutes. The Treasurer had not produced any new figures since the end of the financial year. **JM** raised the issue of how grant money should be shown in the accounts. Historically it had been shown as restricted funds which **JM** felt was in accordance with established best practice for charities, but the Treasurer with **RM's** approval had aggregated all sums received into unrestricted funds. Although the Treasurer had been complemented on the new layout of the accounts which trustees had found very easy to follow, **JM** felt strongly that not showing restricted funds separately painted a very misleading picture of the financial health of an organisation, not only to the world at large but also to trustees and meant that trustees were always having to bear in mind that not all the money in unrestricted funds was available to spend. The only safe course was to separate grants and any other restricted funds from unrestricted funds and show them separately in the accounts identified as such. **SJ** and **PM** agreed. **JM** also said that although there would not be time this evening to discuss the future of the playground group and its relationship with the VHMC (agenda item 9), whatever the final decision, if the

VHMC was to continue to hold money on behalf of the Playground Group which seemed very likely, it had to be held in a No. 2 account. Although the bank insisted that this could only be done by the two current signatories attending in person at a branch with a business advisor e.g. Tamworth, which was extremely inconvenient, in his view there really was no alternative. This was agreed unanimously and **RM** and **JM** were asked to open a new account as soon as possible [**Action RM and JM**]

[**Secretary's note:** shortly after the meeting Craig Staples, who had been elected as a new trustee during the AGM, kindly volunteered to take on the role of Treasurer. Craig will therefore become a signatory to the bank account and will need full online access meaning he will have to join RM and JM in the meeting with the bank's business advisor. While JM will remain a signatory, he will not now require access to the online bank account]

7. Chairman's report

RM said he had nothing to add to the report he had given at the AGM

8. Booking officers reports

PM reported that she was receiving regular enquiries for weddings. Willow Senior Day Care Services have booked the hall for the next 12 Thursdays between 09.30 and 2.30. They will provide appropriately supervised respite care for elderly or disabled residents to allow their carers some free time and also companionship and entertainment for resident who are normally largely housebound. It was hoped that the venture would be a long-term success as it appeared to provide a valuable service for the parish. An auction, to be organised by Tony Winter and his team, has been booked for Saturday 27 October. The cooker in the kitchen has just been professionally cleaned and one of the two ovens has been declared too dangerous to use as the element has burnt through the bottom plate. It will need to be replaced sooner rather than later. Following Kerry Ball's decision to give up the cleaning of the hall, two new cleaners have been appointed, both residents of the parish. Carol Nevin, would do a full deep clean roughly once a month depending on how frequently the hall is used and Dolphina Bull would do up to 3 hours of light cleaning per week in between. The cost should be no more than, and may be a little lower than, before.

9. Playground Group

Postponed to the next meeting when the newly elected trustees will be in attendance.

10. Car park update

RM reported that an application had been submitted to a charity for a grant to cover the cost of a full replacement car park rather than just a resurface (the cost of resurfacing only fell below the lower limit for the grant). It appeared that there had been many applications from village halls for grants and that and the total value of the applications considerably exceeded the available funds. We would know the outcome in November.

11. Maintenance issues

JM suggested that until we knew the outcome of the application for a grant for the car park we could not take decisions on most of the outstanding maintenance items. If we failed to get the grant then, given available funds, we would have to re-prioritise the list of jobs including possibly deferring the car park re-surfacing. However, two items – replacing the front door and the cooker – were becoming urgent. **RM** said that there were sufficient funds available in the contingency reserve and the maintenance budget to meet both items without raiding the car park reserve. **SJ** was asked to get quotes for a replacement cooker of

suitable quality to include the cost of installation and removal off site of the old cooker and **JM** was asked to get quotes for a replacement front door which must not include a threshold because of the need for wheelchair access meaning that a purpose made wooden door was likely to be required [**Action SJ and JM**]

12. AOB

12.1 Purchase of a projector. At the moment we had to borrow a projector whenever we needed to make a presentation such as at the AGM which was not satisfactory. On the understanding that we would not require to use it more than 3 or 4 times a year **SJ** said that she would ask the History Society whether we could use theirs which was stored on the premises.

12.2 Car park barrier. It was agreed that in view of the experience of 2017 when several padlocks were stolen after hall users failed to lock them when the barrier was in the open position and because of the burden on trustees who would be required to unlock the barrier early in the morning and lock it late at night on occasions, the barrier would not be routinely locked.

13. Date of next meeting

Thursday 27th September 2018. **JM** gave his apologies in advance as he would be away.

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Signed as a true record

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Dated