

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 29th March 2018

Members Present:

Marie Havelock (MH) Sonia Jenkinson (SJ) John Macmillan(JM)

Polly Macmillan (PM) Richard Monbiot (RM)

In attendance: Ann Nunn (AN) bookings officer.

1. Apologies

Chris Dale

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

Para 3. JM informed the meeting that the directors of CLNR had, with Brenda Lloyd's agreement, decided to plant a tree on the nature reserve in memory of Alan Lloyd. The trustees were very happy with this idea.

Para 7. Owing to changed personal circumstances, Stevie Dale had been unable to take up the role of Treasurer and had resigned as a trustee.

Para 13. JM reported that the process of registering the title to the two fields owned by the VH was well in hand. The papers had been sent to the Land Registry.

5. Appointment of Treasurer and Treasurer's report

The appointment of Mark Terrington (MT) of FD Outsource Ltd as Treasurer had previously been approved by email. RM said that MT was a former resident of Colton, now living in Hednesford. His fees would be £50 per month which was only £5 more than that paid to the current Treasurer, Odette Ghent (OG). There would be no additional charge for any 'setting up' or other preparatory work. MT would not attend meetings. He would not do the banking or make payments out of the bank. PM would continue to do the former and RM the latter. MT's role would be to keep the accounting records, produce regular management accounts and the year end accounts. RM said that given the continued lack of a parishioner volunteer to act as Treasurer this was the next best arrangement. AN asked who would produce the year end accounts as the financial year ended on March 31st and we had to hold the AGM by the end of June if at all possible. RM said that he would speak to OG and if she was unable to do them he would work in conjunction with MT to produce them. The only information provided by OG for this meeting was the cash at bank figures for each month end during the financial year. These showed a substantial increase of over £9,000 during the year, the current figure being £28,756.49. RM pointed out that there were some very significant capital expenditure items on the horizon. Trustees expressed concern that the cash at bank figures still included about £5,000 held on behalf of the Playground Group as a previous decision to open a separate bank account for the group had not yet been implemented. RM explained that the opening of the new account had been delayed until the appointment of a new treasurer which had taken longer than anticipated. JM said that the need for a second bank account had been raised at his and RM's initial meeting with MT and MT had agreed with the view of the trustees that a second bank account should be

opened. There was a discussion about a request which RM had made to PM and AN to produce cash flow forecasts based on the room hire bookings they had made. He explained the importance of knowing what future cash flow was likely to be, particularly in view of the heavy expenditure which lay ahead and the need to maintain a contingency reserve. Both AN and PM felt strongly that this was the Treasurer's job. RM agreed but reminded Trustees that the Treasurer could only produce reports and projections if appropriate data were made available to him. JM suggested that we had to create a system which was very simple to operate and which gave a balance outstanding figure – the outstanding balance from room hires being future cash flow – at the click of a mouse. It was possible that the information could be obtained by modifying the electronic booking diary and he would consult with Duncan Shortland to see if this was possible [JM's note: DS advises that it is not]. In the meantime, JM and RM were to meet MT on the afternoon of April 4th to discuss the production and distribution of accounts going forward. The accurate forecasting of future cash flow would be one item on the agenda **[Action RM and JM]**

6. Chairman's report

RM said that because of the greatly increased commitment he was now having to give to his own business he would be standing down as chairman at this year's AGM. He would however like to remain as a member of the committee. There was a general discussion about the urgent need to increase the number of trustees in order to share the workload of keeping the hall going. At the moment we had no elected trustees. SJ suggested the possibility of a social event to try and raise awareness of the hall and to attract new trustees. It was agreed that if JM became the next chairman it would not be appropriate for him to continue as secretary, so we would need either a new chairman or a new secretary by the end of June. RM concluded his report by saying that a recent professional inspection of the playground, paid for by the Parish Council, had revealed that it was perfectly safe to use at least until the Autumn which reduced the urgency of having the new playground installed. All other matters he needed to report on were agenda items.

7. Booking officers reports

PM produced a table showing the number of bookings each month for the remainder of the year. She said that there was a good mix of bookings with lots of enquiries being received from parishioners. There was a good take up of hirings at the new, heavily discounted, parishioners rates particularly for children's parties and christenings. The caravan club had booked the hall and the field twice for both 2018 and 2019. PM said that they represented a very good source of income for us for very little work on our part. She already had two firm bookings for weddings in 2019 and was seeing two prospective hirers over the next couple of weekends. AN said that she did not anticipate any change in the regular bookings although two regular hirers did sometimes change their pattern of booking. The dance class (M3) and Tai Chi had already booked through to the end of the year.

8. Pricing policy amendment

The following change to the pricing policy had already been approved by email and had been implemented:

"If a parishioner wishes to book the hall on a date not more than 21 days ahead but does not wish to book it for a full session or at a price set out in the policy, the booking officer may use his/her discretion both as to the length of the hire and as to the price to be charged, provided that the resulting hourly rate is not lower than the most favourable prevailing hourly rate available for that section of the village hall."

9. Data protection policies

As a preliminary step towards the adoption of a data protection policy, trustees discussed the nature of the data held by them on behalf of the VH; why the data was held; what use we have made of the data in the past and might wish to make in the future; how it was held and for how long. The data held related exclusively to the contact details of trustees, volunteers and hirers of the hall and was securely held on password and virus protected laptops or PCs. Data held on paper was not as securely held but only old material was stored in the VH itself. Improvements for storing paper-based material would be required. The History Society had kindly agreed to sort through all the VHMC's old records with a view to archiving anything of historical interest and recommending disposal of the rest. It was felt that contract documents should be kept for 7 years and old copies of minutes would be kept indefinitely. There was no reason to depart from long established practice that personal data held by the VHMC would not be shared with any third party under any circumstances unless it was a legal requirement. JM was asked to draft a policy and any necessary changes to terms and conditions for adoption at the next meeting. **[Action JM]**

10. CCTV and other security issues

Three recent issues had raised minor security concerns. A man's wallet without any cash but with driving licence and credit cards intact had been found in the gents toilet: M3 had reported an 'intruder' – a young man who was not part of their group – in the gents toilets as they were locking up; and an apparently abandoned bicycle which may have been stolen, had been left at the rear of the hall for a number of days. The first and last issues had been reported to the police. Despite these episodes, it was unanimously agreed that installing CCTV would not be appropriate both because of the cost and the data protection implications but also because it would give quite the wrong message about the perceived security risk. It was agreed that a notice advising patrons not to leave valuables in or with their coats would be put up in the cloaks area. **[Action JM]**

11. Playground update

11.1 RM reported that Biffa had made a conditional grant offer of £59,000 which would cover the whole cost of the new playground. The conditions had now been met, the second of which was that the Parish Council paid over to Biffa 10% of the total grant. It was expected that the grant money would be in our account within two weeks. The contractors needed up to 10 weeks from the order being placed to final installation to allow time for the individual items to be manufactured. The target opening date was 21st July. The contractors would be on site for three weeks. They would not work at weekends. There should be no access problems for the hall and there would be no diggers or generators on site, so noise levels should not be high. As soon as dates for the installation are agreed, PM will notify all external hirers whose bookings fall within the installation period that the playground will not be available and we will give as much notice as possible to the parish as a whole and village organisations who hire the hall in particular.

11.2 The car park. The original plan had been to have the car park relayed immediately after the new playground had been installed. RM had obtained up to date quotes. Our preferred supplier had increased his quote from £15,000 inc VAT to £15,000 plus VAT, an increase of £3,000. A second quote had been obtained from a well know Stafford company, but this was even higher. SJ offered to give RM the name of a possible alternative supplier **[Action SJ]**. The total time to replace the car park would be three days during which time access to the hall was likely to be restricted. Affected users would be given as much

advanced notice as possible. A final decision on whether to proceed this year and if so when would be taken once a reliable cash flow forecast was available.

11.3 Related issues. The wooden covers for waste bins, the kick wall and the benches on the field were not included in the playground grant. Some will need to be replaced and some can be repaired. Peter Knowles will be asked to review the situation once the work on the playground has been completed

12. Maintenance issues

Peter Knowles had produced a list of some 22 maintenance items. It was agreed that he should be asked to carry them out, treating the replacement of the broken toilet seat in the gents toilets as top priority. RM reported that Graham Brown had rolled the playing field. The oven door had been repaired. AN said that the kitchen floor was looking very shabby and probably needed replacing. All trustees agreed. It was decided to postpone discussion about the other specific maintenance items on the agenda until we had a clear picture about future cash flow given the increased cost of relaying the car park, the cost of registering the title to the two fields, the probable need to replace the front door, the advice to install a macerator in the toilets and, possibly, the need to replace the kitchen floor and the dishwasher.

13. Date of the AGM

It was agreed to hold this years AGM on the last Thursday of June, the 28th. JM said that the agenda used at recent AGMs had not really been fit for purpose. It was much more appropriate to a limited company AGM. Our governing instrument set out the required business for an AGM and we should follow that. The main purpose of the AGM was to be a forum for consulting parishioners about how they felt the VH should be run. JM would draft and circulate for approval within the next two weeks a revised notice and agenda. He would write an article for the next edition of Parish News giving advanced notice of the AGM and ensure that formal notice was given in the June edition and posted on parish notice boards [Action JM]. AN suggested that we should adopt a firm vision for the future to be publicised at the AGM. JM said that he had always been clear what our vision or business model should be: to raise the maximum income from external hirers from the minimum amount of use time and the minimum income from parish hirers from the maximum amount of use time. This was warmly approved by all trustees.

14. AOB

Cleaning issues. JM said that either the cleaners were not completing the cleaning log book as required or the hall was not being cleaned very frequently. He thought the former was more likely. RM was asked to remind Kerry Ball of the importance of filling in the log book. PM said that the outside toilet did not appear to have been cleaned recently. RM would raise this with KB as well [Action RM].

15. Date of next meeting

Thursday 31st May 2018 at 7.30

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Signed as a true record

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Dated

