

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 30th May 2019

Members Present:

Matt Crompton (MC); Craig Staples (CS); John Macmillan (JM) (Secretary); Polly Macmillan (PM); Richard Monbiot (RM) (Chairman); Sonia Jenkinson (SJ) (until 9.00 pm)

1. Apologies for absence

Apologies were received from Anna and Ben Ridgway (AR) (BR) and Kate Staples (KS).

2. Conflicts of interest

None

3. Trustee resignations

AR and BR had indicated that because of family and work commitments they wished to resign as trustees. MC indicated that when he moved from the parish in the near future he would have to resign as a parish councillor and would therefore also have to resign as a trustee.

4. Minutes of the last meeting

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

5. Matters arising

5.1 from the last meeting

Para 9. CS said that he had not yet spoken to BR about online booking software. He understood that there would be a cost of £20 - £30 per month. JM thought that it wasn't required at the moment. The most time-consuming elements are not dealing with pre-booking telephone enquiries but meeting and greeting potential hirers and the follow up work. CS also said that he had not yet arranged for read only access to the online diary for himself.

Para 14. PM had not spoken to T'ai Chi about the parking problem but there had been no recurrence.

5.2 from previous meetings

July 2018: RM and JM still to meet to draw up job descriptions for the roles of Chair and Secretary [**Action RM and JM**]

September 2018: It was agreed that in the light of experience there was no longer a need for dog fouling and keep dogs off the playground signs nor for dummy CCTV. It was also agreed that there was no need for a gate to go across the entrance to the playing field nor for KS to design a template for emails requiring trustee action. The dishwasher had still not been removed.

6. Treasurer's report

CS reported that owing to the amount of time he had had to devote to preparing the year end accounts and liaising with Alan Toplis (AT) the external verifier he did not have an accurate current position figure. There had been no significant outgoings since March when the total funds were a little over £29,000. [**Note:** As at June 4th there is £22,601 in the Lloyds account as against £17,251 at the end of March]. The share of the funds which was playground money had now been calculated as £6,344. AT had advised that the annual accounts be prepared on a simple receipts and payments basis with no reference to pre-payments. RM thought that knowing how much we held as pre-payments for bookings was a useful management tool. The adequacy of the audit paper trail was discussed. AT required all room hirings to be invoiced from now on, but this

only meant that a copy of each new booking contract should be sent to CS. CS said that invoices for a small number of payments were missing. By far the largest was for the annual insurance payment which JM said he would forward to CS [**Action JM**]. CS would identify which other payments he required invoices for and would notify RM and others as appropriate [**Action CS**]

7. Chairman's report

RM expressed concern about two matters: the increasing level of our reserves for which we had no expenditure plan which he felt might leave us open to criticism of the kind which had been levelled at the Parish Council in the past, and the problem of finding enough trustees to run the hall. He was reassured by all present on the first matter. Of our reserves £6,300 was playground money, £4,000 was our working contingency reserve and the balance offered some protection against likely future substantial maintenance issues such as having to resurface the car park or further problems with the roof. On the issue of trustees MC said that he was confident that the Parish Council would replace him as the PC representative trustee but neither PM nor SJ were confident that the WI and History Society respectively would find replacements for them. CS suggested that it might be necessary to increase fees for village organisations which did not provide a representative trustee but both PM and SJ warned against this as the likely outcome was that VOs would either fold or go to other venues such as the Church Room. JM said that our constitution was apparently based on the obviously false premise that the VHMC could require village organisations to each send a trustee. There was in his view no reason why the VHMC could not be run perfectly satisfactorily by a small trustee group which focussed solely on managing the business of the hall but which ran no events and carried out no hands on maintenance as the trustees had always done in the past. But this would only work if the trustees were supported by 'Friends of' groups who took responsibility for specific events such as the Christmas Fair or specific tasks such as maintaining the garden. In JM's view the biggest weakness at the moment was the absence of any trustee who had either the time or ability to carry out routine maintenance work. It was agreed that a solution might be to pay for the services of a gardener/handy person if no volunteers came forward but that might have a knock-on effect on the price we charged for room hire. JM was asked to write to all secretaries of VO's about the forthcoming AGM and encourage them to provide a trustee.

8. Booking officer's report

PM reported that bookings were still coming in. Two weddings had recently been booked, one for 2020. The band had booked their practice sessions for the remainder of the year. Although Willow Senior Day Care had indicated that they still hoped to re-open the Salt and Pepper Club on alternate weeks no firm start date had been given. All regular bookings were ongoing. Some additional income will have been generated by the two elections in May but it was not known how much. PM was asked to contact Ann Nunn who had dealt with Lichfield DC to ask her to invoice them [**Action PM**]. Dolphina continues to clean the hall to a good standard and at a much cheaper rate than her predecessor. PM felt that it was time for the annual deep clean and for the floor to be polished. She was given permission to obtain a quote for both, but it was felt that the floor polishing should be postponed until after the hall had been repainted. PM said that Dolphina would be away for 6 weeks during the school summer holidays but PM had arranged for a replacement who was known to her. PM asked for a short discussion about the future of the dishwasher as the organisers of the OAPs Christmas Lunch had said that they find the dishwasher invaluable. There was also an issue with tea towels which would be essential if there was no dishwasher. PM was currently providing them and laundering them.

After a short discussion it was agreed that the dishwasher would not be replaced. It was rarely used and was a potential environmental health risk because it was never properly emptied by users. A domestic dishwasher would not be an adequate replacement. Outside caterers should provide their own tea towels and Dolphina should be asked to take on responsibility for laundering the VH's own tea towels for which she would be paid extra. MC said that he would dispose of the dishwasher [**Action MC**]. PM reported two recent issues which she felt required a change to the room hire T&Cs. A wedding party had left a mess of confetti on both the car park and the playground and another party had upset residents in an adjoining house by flying a drone apparently with the view of taking photos. It was agreed that the T&Cs should be amended to prohibit both activities [**Action JM**]. It was generally felt that it would not be appropriate to extend the grounds on which the special deposit could be forfeited beyond damage to the hall and contents. RM asked for future reports to include the number and value of future bookings.

9. The bar

CS had prepared a business case for running the bar ourselves. In view of the time it was agreed to defer this item to the next meeting.

10. AGM

The draft agenda was approved subject to the amendments required to remove reference to AR and BR seeking re-election as trustees. The annual report which had been previously circulated was also approved. The draft annual accounts were not yet ready. CS said that AT was always extremely busy at this time of year as he did all of the local parish council end of year accounts. However, replacing him with another external verifier would be very expensive. CS was still hopeful that the verified accounts would be available in time for the AGM but draft un-verified figures would be.

11. Playground report

KS had provided a written report as follows. Entrust came to inspect the park on the 10th May in order to close down the Biffa award project. She is awaiting any outcome but is sure all will be in order. The Tesco grant has been confirmed and payment is awaited. A group meeting will select play and cleaning equipment to be purchased. KS has been to the park regularly and it is in good order. She has also been weeding the beds and emptying the bin as have two other volunteers. The nursery and reception classes from the school visited the park and learnt how to look after it, tidied up and picked litter around the field and hall. They also enjoyed playing on it.

12. Cost centres and responsibilities

This item was deferred until the new trustee group was in place.

13. Maintenance items

13.1 The roof. There had been no further leakage even though no additional work had been done. The likely explanation is that there is a problem only when heavy rain was accompanied by a strong easterly wind. This would be kept under review.

13.2 New front door. JM reported that he had heard nothing further from David Wilson concerning the length of the guarantee that would come with a new hardwood door. CS said that he had made enquiries about viewing one of the possible new aluminium doors but that appeared to be problematic because both of the businesses that had quoted bought the doors in from third parties. MC suggested that we contacted Swadlincote Windows, Derbyshire as he understood they gave 25 year guarantees as opposed to the 10 years being offered at the

moment. JM was asked to contact them [**Action JM**] [**Note:** Swadlincote Windows only give 10 year guarantees but do manufacture the windows themselves].

13.3 Decorating party. JM reported that he had had no response to an email sent to all trustees asking for their availability for a weekend decorating party in October or November. It was agreed that as the signs for a volunteer party were not promising MC would obtain a quote for the repainting to be done commercially [**Action MC**]. JM reported that T'ai Chi had donated £100 towards the cost of redecoration.

13.4 Goal posts. It was agreed that Mark Bull be asked to remove the existing posts and nets as soon as possible. It was felt that there was little demand for two sets of goal posts so only the set nearest the playground would be replaced. CS was asked to order the previously agree replacement and liaise with Mark Bull over installing it [**Action CS**]

14. Date of next meeting

Wednesday 17th July 2019 immediately after the AGM.

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Signed as a true record

Dated