

# **COLTON VILLAGE HALL MANAGEMENT COMMITTEE**

## **Minutes of the meeting of Thursday 26<sup>th</sup> October 2017**

### **Members Present:**

Richard Monbiot (RM) (Chairman)	Marie Havelock (MH)
Sonia Jenkinson (SJ)	Ian Jones (IJ)
John Macmillan (JM) (Secretary)	Polly Macmillan (PM)

In attendance Ann Nunn (AN) (regular users and Parish bookings): Bill Brown (BB) and other members of the History Society committee for items 1 - 3 only

### **1. Apologies**

There were no apologies

### **2. Conflicts of interest**

SJ declared a conflict in respect of item 3 on the agenda; JM and PM declared an interest in item 13.

### **3. Presentation by the History Society**

A drawing showing the layout and dimensions of the proposed archive storage facility together with an outline of the History Society's objectives had been circulated to trustees in advance of the meeting. BB said that the object is to conserve all material gathered by the Society over the last 15 years and make it accessible to the public. There were articles from over 100 publications, nearly 2000 photographs and a very large number of files held on computer. A new project was underway to record the village and parish as it is today, as the work on HS2 proceeds and the village and parish as they are after the work has been completed. All the material currently held by the Society is scattered around a number of locations particularly in member's houses. There is a need to catalogue and index it and to print off material only held digitally. The plan is to create a central archive and there seemed to be no alternative to the Bellamour Room in the village hall. The material would be stored in good quality wooden cupboards with a solid wood work top 3.6m x 60cm with a knee hole for researchers to sit and study material. The Society would meet all the cost of the units. They understood the need for access to the archive not to interfere with pre-booked events in the hall and were prepared to be totally flexible. RM explained that while the trustees were very keen to accommodate the project, before giving final approval they needed to obtain the views of M3 who use the Bellamour Room twice a week for dance and performance classes and who had already expressed some concerns about lack of floor space. M3 were extremely important to the village hall because of the revenue they brought in each year. There was a general feeling that with some changes already proposed to the tables and chairs in the Bellamour Room, obtaining M3's agreement should not be difficult. AN agreed to meet M3 on the following Monday afternoon and explain the proposal to them and BB would accompany her [**Action AN**]. Trustees felt that, subject to formal agreement, if the History Society were prepared just to have access when the room was not booked out there would be no charge but if they needed to guarantee access at a particular time e.g. to accommodate a researcher's availability, a charge would have to be made. BB saw no objection to such an arrangement.

### **4. Minutes of the previous meeting**

The draft minutes were approved subject to the deletion of the final sentence of item 9.1.

### **5. Matters arising**

JM reported that he had had a letter from the Friendship Club thanking them for reinstating the Club's former cupboard in the kitchen.

## **6. Treasurer's report**

RM explained that he had had to agree with the Treasurer that she need not attend meetings in view of the travelling involved which would take up much of the time for which the VHMC were paying her. Both he and the Treasurer felt that the arrangement wasn't working, largely because of the distance she lived from Colton but also for a variety of other reasons. The Treasurer was very keen that we find a replacement for her as soon as possible but she had agreed to continue for the time being. All trustees felt that it was extremely important to find a treasurer who lived locally. Management accounts had been circulated. RM said that we currently had £23,177.29 in the bank but of this £15,000 was earmarked for replacing the car park and £4,000 was the agreed contingency reserve. The only other known item of capital expenditure in the near future was the need to replace the front door at a cost variously estimated at between £2,000 and £4,000 but it was agreed that discussion about future capital expenditure should be postponed until the financial year end results were available and the strength of future bookings was known. It was agreed that the work on the car park should not take place until the planned refurbishment of the playground had been completed as there was a risk of damage to the car park from the movement of heavy lorries likely to be associated with the work. JM expressed concern that the management accounts did not differentiate between village hall cash in the bank and Playground Group cash as the figures provided by the Treasurer only showed the total. He had had to work out how much was Playground Group money and how much was VH money. He felt strongly that in the interests of certainty and transparency there should be a separate account for Playground Group money. This was agreed and RM was asked to contact the bank to set up a Playground Account [**Action RM**].

## **7. Chairman's report**

RM paid tribute to IJ who was attending his last meeting prior to his resignation as a trustee and his move to Derrington. RM thanked him for his years of service to the village hall as trustee, chairman and handyman and said that his departure was a sad loss to the village and the VH. IJ thanked him for his remarks and said that he had enjoyed his time as a trustee and wished his colleagues well for the future. RM reported that he had been due to meet a potential new trustee and treasurer that evening but the meeting had had to be postponed as the person concerned was unwell. RM said that with IJ's departure we now had a major problem through lack of numbers when it came to routine maintenance tasks etc and we were having to pay more and more frequently for jobs previously done by trustees or volunteers. We now only had four volunteer gardeners (himself and Marjorie plus Duncan and Ann Shortland). RM said that Gary Ball was doing some work for us on a paid basis and EBRL were doing plumbing work, again on a paid basis. RM said that at the end of November there was to be a whole weekend of fundraising events for the Village Hall with a wine tasting evening on the Friday followed by the Christmas Fair. PM said that her recent silk scarf printing workshop had raised £117 for VH funds and she was thanked for her efforts. RM said that the Playground Group had a total of £15,000 either raised or pledged including £10,000 recently earmarked by the Parish Council. He understood that a further £600 odd was to come from the school's PTA. They were making a bid for funding to Biffa and had got through the first stage of the process.

## **8. Booking officer's reports**

AN reported that all village organisations and regular external hirers have rebooked. PM said that the caravan club had booked for the coming New Year and for October 2018. The Terrier Club had booked a weekend and there were three or four weddings in the diary. RM said that he felt that a standard part of the booking officers' reports should be a list of and value of future external bookings. AN expressed serious reservations about this if the idea was to use the list as a guide to likely future income. Any list would be misleading as both wedding and party booking could be made at quite short notice. It was wrong to assume that weddings were always booked many months in advance although they sometimes were. PM said that she had just taken a booking for a wedding two weeks away. JM suggested that it might be useful to have such a list on a rolling 12 months basis. It was agreed that PM would provide RM with a list of bookings up to the end of the

financial year (31/03/18) and for the year 2018/19 [**Action PM**]. It was also agreed that JM would advertise the hall on the Halls Hire website but he would need assistance from AN, PM and RM in describing the hall's facilities, capacity etc and photos would be needed as well [**Action JM**]

## **9. Pricing policy 2018/19**

Following a meeting between RM, JM, AN and PM a paper had been circulated to trustees outlining the proposed new hire prices. The main aim of the new policy was the simplification of rates and the promotion of the VH for Parishioners use on particularly on Sundays. By abandoning separate charges for the use of the stage, the bar and the field room hire charges were effectively reduced across the board. An especially low rate would now be available for Parish organisations and residents on Sundays. JM suggested that these rates did not in fact go far enough as there was still a direct link between the Parish rate and the full rate with the former being 50% of the latter. He proposed that on Sundays the Parish rate be only 33% of the full rate. This was agreed although in the so called 'wedding season' - 1 April to 30 September - that rate would only be available after 12.00 noon to allow time for weekend hirers to clear up after their events. It was also agreed that the new rates would apply retrospectively to qualifying events already booked leading to a substantial rebate on the price already charged to the Old People's Welfare Committee for the annual Christmas lunch. A copy of the new rates and qualifying conditions is attached to these minutes.

## **10. Maintenance issues**

**10.1 Generally.** RM said that with IJ's departure from the village we no longer had an in house maintenance team. There was an urgent need to find ways of getting the village engaged to help the committee keep the VH running. There were already a number of small jobs building up. MH said that there had been no response to her article in Parish News asking for volunteers and the PCC were having exactly the same problem in attracting volunteers at the church. RM hoped that Pete Atkins might be persuaded to undertake routine electrical work on a voluntary basis and he would contact him to ask [**Action RM**]. [**Secretaries note:** since the meeting Peter Knowles has very kindly volunteered to take on the role of general handyman but would not do electrical or plumbing work].

**10.2 Cleaning contract.** RM has spoken to Kerry Ball about how she sees her role as the cleaner and whether she feels she is coping. She said that she wasn't having a problem. She does clean outside the hall although cigarette butts are a problem. She comes in three times a week and her husband Garry comes in when she can't. She also has a lady who lives in the village who cleans the toilets every Thursday. PM reported that Tai Chi had several times had to sweep up before they could start their session on Tuesday morning. RM said that this was because Kerry was unable to come in to clean between M3 finishing on Monday evening and Tai Chi starting in Tuesday morning. He was not sure whether Kerry was completing a cleaning schedule after each session but if not he would instruct her to do so [**Action RB**].

**10.3 Dishwasher.** IJ has downloaded the manufacturers' instructions. There shouldn't be a problem if these are followed but it is essential that anyone using the dishwasher completes the cycle by draining the dishwasher at the end as it does not do so automatically. This is done by pressing the white button. If not done then the dirty water is just reused in the machine.

## **11. Bellamour Room**

It was agreed that the old TV cabinet which had briefly been used as the Friendship Club cupboard be thrown away. Ten chairs would be stored under the window and the tables be placed in the shed. In future users of the room would have to use tables from the storage area at the rear of the main hall which were much lighter and easier to handle.

## **12. Governance issues**

General unease was expressed that there had been two recent meetings at which only 3 trustees had been present. With trustee numbers being so low it was important to find a balance between being able to carry on the business of running the hall and the need for as high a level of trustee

involvement in decision making as possible. With IJ's resignation there were now only 5 trustees which was verging on being unsustainably low. Despite the problems that it might cause with holding meetings, it was generally felt that the minimum number of trustees required for a meeting to take place was 4 even though it was recognised that this would cause great difficulties at times – for example MH would probably be unavailable in November and December because of commitments to church events and JM and PM would be unable to go away in any week with a scheduled meeting. There was an urgent need for more people to come forward to act as trustees.

### 13. Terms of agreement with Colton Local Nature Reserve

RM said that he felt that the current terms of agreement with CLNR in connection with the wildflower meadow were inappropriate. CLNR currently paid a contribution towards VH general admin costs of £100 p.a. but this was due to rise in two stages to £200. He felt that this was completely wrong. It seemed much more appropriate to treat the nature reserve like the playground – something which the VHMC hosted on VH owned land for the general benefit of the parish but for which they made no charge. All trustees (JM and PM abstaining) agreed. JM said that he had canvassed the views of CLNR directors and all were agreed that the wildflower meadow was a VHMC project in conjunction with CLNR for which CLNR provided advice and volunteers and raised all the necessary funds. The land, the signage and the seating were the property of the VHMC. He reported that the wildflower meadow was now specifically identified on the VH's public liability insurance.

### 14. AOB

**14.1** JM reported that the public liability policy had just been renewed. In future the brokers would quote separately for the insurance for the playground but this year they had only notified us by email of the way the premium was split between the playground and the rest of the VH. JM would seek reimbursement from the PC of the playground premium – about £120. He was also planning to provide the brokers with some detailed information about the hall to obtain a quote for rebuilding costs to ensure that we were not under insured [**Action JM**].

**14.2** There was a presentation of a house plant (cyclamen) and a card to IJ in thanks for his many and varied contributions to the VH and the trustees wished him and his wife Annie well in their new home.

### 15. Date of next meeting

The next planned meeting was November 30<sup>th</sup> as the committee did not normally meet in December. MH expressed serious doubts about her ability to attend because of church and PCC commitments which meant that unless all remaining trustees attended, the meeting would not be quorate. RM said that he would review the need for the meeting nearer the date in the light of the business needs of the VH. [**Secretaries note:** from 2018 onwards, the trustees will meet in odd numbered months only thus avoiding the need for a meeting in both August and December]

.....  
Signed as a true record

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Dated

VILLAGE HALL RATES FROM 28 OCTOBER 2017

**MONDAYS TO THURSDAYS**

**Main Room**

TIME	PARISH RATE	FULL RATE
Two hours	14	<b>28</b>
Three hours	21	<b>42</b>
0900-1300 including field and Bar	27.50	<b>55</b>
1300-1700 including field and Bar	27.50	<b>55</b>
1700-2400	55	<b>110</b>
Village Organisations who book 10 monthly or 12 weekly sessions at a time	25	
Hirers whose event is open to Parishioners (or major sub-set) and is advertised within the Parish as such and book 10 monthly or 12 weekly sessions at a time	30	

**Bellamour Room**

Two hours	6.50	<b>13</b>
Three hours	9.75	<b>19.50</b>
0900-1300 including field	12.50	<b>25</b>
1300-1700 including field	12.50	<b>25</b>
1700-2400	25	<b>50</b>
Village Organisations who book 10 monthly or 12 weekly sessions at a time	12	
Hirers whose event is open to Parishioners (or major sub-set) and is advertised within the Parish as such and book 10 monthly or 12 weekly sessions at a time	12	

**FRIDAYS, SATURDAYS AND SUNDAYS**

**Main Room**

	PARISH PRICE to include field, bar and stage*	FULL RATE to include field, bar and stage*	PARISH PRICE FOR SOUND & LIGHT**	FULL RATE FOR SOUND & LIGHT**
<b>Friday only</b>				
0900-1300	35	<b>70</b>	7.50	<b>15</b>
1300-1700	35	<b>70</b>	7.50	<b>15</b>
1700-2400	70	<b>140</b>	15	<b>30</b>
<b>Saturday only</b>				
0900-1700	70	<b>140</b>	15	<b>30</b>
1700-2400	70	<b>140</b>	15	<b>30</b>
<b>Sunday only</b>				
CLEAR UP AFTER EVENT - 2 HOURS MAX UP TO 11 am	10	<b>20</b>		
HOURLY RATE ALL DAY BETWEEN 1 OCTOBER AND 31 MARCH	5	<b>15</b>	5	<b>15</b>
HOURLY RATE AFTER 12 NOON BETWEEN 1 APRIL AND 30 SEPTEMBER	5	<b>15</b>	5	<b>15</b>
HOURLY RATE BEFORE 12 NOON BETWEEN 1 APRIL AND 30 SEPTEMBER	7.50	<b>15</b>	7.50	<b>15</b>

\*Stage to be removed from shed, assembled, and put back in shed after use by hirer

\*\* See Terms and Conditions of hire

## FRIDAYS, SATURDAYS AND SUNDAYS

### Main Room and Bellamour Room

	PARISH RATE to include field, bar and stage*	FULL RATE to include field bar and stage*	PARISH SOUND & LIGHT **	FULL RATE FOR SOUND & LIGHT **
<b>Friday only</b>				
0900-1300	48.75	<b>97.50</b>	7.50	<b>15</b>
1300-1700	48.75	<b>97.50</b>	7.50	<b>15</b>
1700-2400	97.50	<b>195</b>	15	<b>30</b>
<b>Saturday only</b>				
0900-1700	97.50	<b>195</b>	15	<b>30</b>
1700-2400	97.50	<b>195</b>	15	<b>30</b>
<b>Sunday only</b>				
CLEAR UP AFTER EVENT - 2 HOURS MAX UP TO 11 am	10	<b>20</b>		
HOURLY RATE ALL DAY BETWEEN 1 OCTOBER AND 31 MARCH	8	<b>24</b>	5	<b>15</b>
HOURLY RATE AFTER 12 NOON BETWEEN 1 APRIL AND 30 SEPTEMBER	8	<b>24</b>	5	<b>15</b>
HOURLY RATE BEFORE 12 NOON BETWEEN 1 APRIL AND 30 SEPTEMBER	12	<b>24</b>	7.50	

\*Stage to be removed from shed, assembled, and put back in shed after use by hirer

\*\* See Terms and Conditions of hire

### N.B.

**PARISH RATE** only available to:

1. Village Organisations i.e. Colton Local Nature Reserve; Colton Ramblers; Colton Womens' Institute; Friendship Club; History Society; Neighbourhood Watch; Old People's Welfare Committee; Parish Lands Trust; Parochial Church Council; Produce Guild; St Mary's School and the Parish Council
2. Any Parishioner whose event is open to Parishioners (or a major subset such as elderly people, children, etc) and is advertised within the Parish as such
3. Parishioners' private events on Mondays to Thursdays throughout the year
4. Parishioners' private events on Sundays from 12.00 mid-day between 1 April and 30 September
5. Parishioners' private events on Fridays, Saturdays and Sundays between 1 October and 31 March
6. Parishioners' private events on other dates which are booked not more than 6 weeks before the date of the event and where payment is made in full on booking

These rates are to take effect immediately and will apply retrospectively to any Sunday parish event or private booking already booked but yet to take place.

October 2017