

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 29th September 2022

Members Present:

John Macmillan (JM) (Chairman and Secretary); Fiona O'Brien (FO'B) (Booking Officer); Nigel Parry (NP) (PC rep); Guy Reynolds (GR) (Treasurer).

1. Apologies

Richard Monbiot (RM)

2. Conflicts of interest

None.

3. Minutes of previous meetings and matters arising

- 3.1 The minutes of the meeting of the 18th August 2022 were approved as a true record.
- 3.2 **GR** reported that he had not yet finalised the Jubilee Celebrations account. **JM** understood that Mel Havelock-Crozier still had some receipts for expenditure and possibly some cash as well. **NP** to speak to her at the next PC meeting [**Action NP**]. SAGE accounting software had been purchased and his report for this meeting had been produced via SAGE.
- 3.3 External woodwork. **JM** apologised for not having yet been in touch with SP Windows for a quote to replace the wood with UPVC [**Action JM**].
- 3.4 Secretarial assistance. There had been no response to the advert in Parish News so **FO'B** will run it again.
- 3.5 Heating system, **JM** reported that he and **RM** had again had to restart the system for Art Club. It was clearly on its last legs. **RM** had been in touch with Nick Oxby who would not be able to replace the fan until October 14th. This was generally felt to be very unsatisfactory and **RM** would be asked to put pressure on Nick to bring the date forward. After a discussion, it was agreed that we should not show room hirers how to reset the boiler but **JM** and **GR** would make themselves available up to 18.00 hours to try and reset it. **FO'B** would warn all hirers of the risk of the heating failing and, if necessary, rebates or refunds would be offered.
- 3.6 Christmas Fair. **JM** reported that we had 12 confirmed table bookings with another 2 highly likely. Ideally, we could do with 3 or 4 more. **JM** would send chasing emails to last year's participants who had not so far taken a table [**Action JM**].

4. Treasurer's report

GR was thanked for his report. It was felt that the new layout was very helpful, particularly the graphs. **GR** reported that in the first 6 months of the year we had made a net trading profit of £2,625 and the cash in the current account had increased by the same amount. However, the figure was distorted by the fact that we had not yet accounted to the PC for their share of the surplus in the Jubilee Celebrations fund which **GR** estimated to be

around £500. He would finalise the account once **NP** had spoken to Mel Havelock-Crozier [**Action GR**]. It was agreed that until the current economic situation in the country stabilised it would be risky to spend any of our reserves on anything other than essential maintenance items.

5. Booking officer's report

FO'B had circulated a detailed report to trustees prior to the meeting for which she was thanked. There had only been 5 new bookings since the last meeting but the gap between meetings on this occasion had only been 6 weeks. In the first six months of the year bookings were significantly up on the same period last year (30 as against 19) but the value of the bookings was only up by around 10%. **JM** raised the question of an unpleasant smell in the kitchen he had detected once or twice. **FO'B** said that she had had no complaints from any of the hirers.

6. Carpark lighting

NP reported that Aptus Utilities had been let down by their suppliers but now had the lighting poles in their yard. They were planning to do the work between the 24th and 26th of October. They had informed **NP** that there would be negligible impact on hall users. However, it was thought prudent to warn all hirers that during those 3 days there might be some disturbance [**Action FO'B**].

7. AGM

JM said that he intended to keep the AGM very low key. There would no PowerPoint presentation as there had been in some previous years. Everyone was happy with that proposal.

8. A.O.B

- 8.1 Tables. **JM** said that he had had complaints from Art Club and WI about the state of our tables. It seemed that despite the room hire T&Cs, some hirers were still attaching things to tables with cellotape and similar adhesive strips. There seemed to be no realistic prospect of getting hirers to respect the rules or to clean tables after use although it was agreed that **FO'B** would remind all hirers of the T&Cs with regard to table use. It was felt that the only realistic option was to treat cleaning the tables as an expense of the business and Dolphina would be asked if she would clean all the tables once every 2 or 3 months for which she would be paid extra.
- 8.2 It was agreed that, subject to cost, the existing gents urinals would be placed with waterless ones as the current system was wasting hundreds of gallons of water a week. Although we were not on a metered supply, this was clearly unacceptable for environmental reasons. Quotes would be obtained by **JM** and **RM** and circulated to trustees for approval. If as anticipated the cost was significantly below £1,000 the work would be paid for out of the contingency reserve.

9. Date of next meeting

The next meeting will be on Thursday 24th November 2022 at 7.30 pm.

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Signed as a true record

Dated