

SILCHESTER VILLAGE HALL

A registered charity

Minutes of the Meeting of the Committee

Date: Thursday 6th February **Time:** 7.30pm
Place: Club Room, Silchester Village Hall
Present: Jonathan Murdock (Chair) Eamon McArdle (Treasurer)
Andrew Chandler Steve Spillane
Jo Pearce Shellie Dunham
Theresa Philpott Maxta Thomas (Secretary)
Kirsty Jones
In Attendance: Vivienne Hartshorn Richard Cockroft
Richard Rand

Action

1 Complaint

A letter of complaint received from Nancy Jones of the Phoenix Club. She raised the issue of access to the Club Room, which she felt was non-existent. She also raised the issue of communication about access to the hall. Jonathan has drafted a response, which he read out. The reply was fully and unanimously approved. Jonathan to finalise and deliver.

Jonathan

2 Building project budget

Jonathan has attended a contract review meeting. The project is currently on course for a £5,000 overspend, which is all due to the inaccurate drawings for the roof. Jonathan believes that this will mean a total overspend of £5,000-£10,000 (which will use the entire contingency fund of £7500). Jonathan noted that the contractors are not currently planning to charge for the overrun on time but that there is potential for a claim of a further £4000 or so.

Jonathan invited views on how to handle this – he noted that the drawings were paid for, so some compensation may be due. He also ran over the possible implications for Trustees if this is not pursued in that the Trustees have a duty to husband the resources of the Village Hall, and if there is a way of mitigating the loss they arguably need to pursue that.

It was suggested that Jonathan write to Scott Dyer explaining the situation (with supporting documents), and giving him notice of the Trustees intention to follow up. It was unanimously agreed that this is a good idea, but will need to be discussed more fully at a closed meeting later on. Andrew to draft letter once documentation received from contractors.

Andrew

3 Progress

Jonathan stated that the floors are to be done next week. Once they are complete, then only a couple more weeks work remain (final fixings etc). Viv noted the bookings for half term, which Jonathan will pass on to contractors.

Jonathan

4 Funding

It was noted that knocking on doors is the most effective way for immediate funding. Jonathan suggested a mail drop to the entire village, which will be very quickly followed up by personal visit from Trustees.

The following local businesses and associations were identified for approach:

- Silchester Association – Jonathan to contact
- Veolia, Hansen, other environmental trusts – Jonathan to approach Marsden Jones for assistance on how best to approach these
- Helping Hands – Kirsty to approach
- AWE Social Fund – Jonathan to approach via Anne-Marie Dalton
- Lighthouse Trust – Viv to approach
- Eamonn to write letter to all businesses with a Silchester postcode – Richard C to supply necessary paperwork

Further approaches to be made are:

- Richard R's list of potential donors. Richard R and Richard C to liaise on a personal approach to the people on this list, with assistance from Maxta as necessary
- Parents of Guiding community – Kirsty to approach
- Letter to village – Jonathan to draft as soon as possible, and obtain envelopes for distribution. Theresa, Shellie and Jo to deliver as soon as ready.
- Letter to village – Theresa, Shellie, Jo and Andrew to follow up letter with door to door calls
- Viv to approach 100 or so households in Hartleys with a 'buy half a dozen glasses' approach
- Andrew to approach Calleva Arms and possible Fullers directly (subject to discussion with Sharon Bumpstead)

All mailshots are to be ready to go out in the early part of next week (w/b 10/2), with follow up house calls very soon after.