

SILCHESTER VILLAGE HALL

A registered charity

Minutes of the Meeting of the Trustees

Date:	Tuesday 3 rd December	Time:	7.30pm
Place:	Calleva Arms		
Present:	Jonathan Murdock (Chair)	Eamon McArdle (Treasurer)	
	Andrew Chandler	Steve Spillane	
	Jo Pearce	Shellie Dunham	
	Theresa Philpott		
In Attendance:	Maxta Thomas	Kirsty Jones	
	Vivienne Hartshorn	Geoff Willmott	

Action

1 Minutes of Last Meeting

The last meeting was held on 15th Aug, and this was a closed meeting due to decisions being made on tenders. Since the resignation of the secretary, there are no minutes as yet. These will be reconstructed and submitted for approval at the next meeting.

Jonathan

2 Matters Arising

None

3 Resignations and Appointments of New Trustees

Jonathan noted that Ashley Watson has resigned as Trustee and Secretary, and that Kathryn McCrohan has resigned as a Trustee. Jonathan formally thanked them for their hard work.

Kirsty Jones and Maxta Thomas have agreed to stand as Trustees. It was proposed by Jonathan and seconded by Andrew to co-opt both ladies as Trustees. Unanimously agreed.

Jonathan then proposed and Andrew seconded that Maxta Thomas be co-opted as Secretary. Unanimously agreed.

4 Progress Report on Building Works

- Ridge & Partners are 4 weeks behind schedule, but have assured the Committee that they will finish on schedule. The delays are mostly due to bad weather and problems in sourcing materials. Jonathan noted that he feels that Ridge & Partners are not pushing the builders enough, and that action will be taken to ensure that this improves.
- The first invoices have not yet been submitted. Maxta noted that these are required by BDBC soon, as they now wish to get the first part of the grant paid. Maxta and Eamonn also noted that all the first invoice of £25K for the BDBC grant payment should be addressed to Silchester Parish Council/ Silchester Village Hall – this will be important as the Parish Council is handling the BDBC grant money. The second invoice for £12.5K for HCC grant money needs to be addressed to Silchester Village Hall only.
- Jonathan briefly covered the financial report that has already been circulated – he and Eamonn will meet to discuss square footage and the VAT situation.
- Kirsty noted that there have been some problems with builders not communicating effectively with hall users. This will become a particular issue when the toilets are taken out of use in the next few

Jonathan

**Jonathan/
Eamonn**

days, as there will then only be the new disabled toilet available for use. Jonathan to contact Ridge & Partners to request that the toilets are usable for weekend events. He will also try to obtain a timetable of building work, which Maxta and Vivienne can then use to keep hall users up to date.

- Eamonn asked about the finances – these will be discussed a later, closed meeting. Steve to put together a summary for distribution.
- It was noted that thank you letters need to be sent out to benefactors. Steve and Eamonn to write the letter, and Maxta will prepare for signature and sending.
- Jonathan noted that a change needs to be made to the plans, as the current steps between the kitchen and halls now need to be replaced with ramps for disabled access. This means that the planned doors and serving hatches will now not work. It was suggested that bar type stable doors be put in place. This should be less expensive than the original serving hatches. The proposed changes were unanimously agreed. Jonathan to get in touch with Ridge & Partners.
- Jonathan asked if the Brownies and Guides would find a single shower installation in the disabled toilet area useful. Kirsty replied that this would not be worth the extra expense, as they are unlikely to use such a facility.

Action
Jonathan
Maxta
Steve

Steve/
Eamonn/
Maxta

Jonathan

5 Fund Raising

- Jonathan thanked the fundraising team for an excellent job thus far.
- The recent Tea Dance was a success, as was fundraising at the recent village Christmas Market.
- The next event is a St Patrick's Barn Dance, to be held on 15th March 2014. The ticket prices are £10 in advance and £12 at the door, and will include an Irish Stew supper. There will be a live band. Maxta offered to look into poster design.
- Two more possible events are planned. One will be on 28th June 2014, with the other on 27th September 2014. It was suggested that the Reptiles be booked for the September event, with a Jazz Band for the June event. Andrew to organise.

Maxta/
Shellie

Andrew

6 Any Other Business

Next committee meeting likely to be mid-late January.