

# SILCHESTER VILLAGE HALL

A registered charity

## Minutes of the Meeting of the Trustees

**Date:** Thursday 4<sup>th</sup> September 2014 **Time:** 7.30pm  
**Place:** Club Room, Silchester Village Hall  
**Present:** Jonathan Murdock (Chair) Maxta Thomas (Secretary)  
Steve Spillane Eamonn McArdle (Treasurer)  
Jo Pearce Theresa Philpott  
**In Attendance:** Roy Glancey (Silchester Players) Tim Oliver (Silchester Players)  
Viv Hartshorn (Bookings Secretary)  
**Apologies:** Sara Westwood Shellie Dunham  
Kirsty Jones

### *Action*

#### 1 **Apologies for Absence**

Apologies received as above.

#### 2 **Minutes of Last Meeting**

The minutes of 17<sup>th</sup> July 2014 were unanimously agreed as a true and accurate record of the meeting, and duly signed by the Chairman.

##### 2.1 **Matters Arising**

Caretaker – Michael Butler has been appointed. A few teething problems, but appears to be working well now. Users have commented favourably on the fact the Hall is now looking cleaner.

#### 3 **Fundraising Update**

##### 3.1 Update on Previous Events

The raffle and Tea Party were very successful. The final figure on the raffle is yet known, but is thought to be around £600. The Chairman congratulated the team who put the event together, and thanked the volunteers involved. Steve noted that the event was very helpful in raising the profile of the Village Hall locally.

##### 3.2 Reptiles – 15<sup>th</sup> November

The Reptiles are booked. However, the last concert only sold 60 tickets, and several key people for ticket sales will not be here this year. Also The Reptiles are going to charge £350 for the concert. The concern for this event is that there is another major event in the village on the same date. Steve also noted his concern that unless support is received from the various user groups of the hall, the event could be a failure as a fund raiser. Support for the event was unanimous – a sub-committee to be set up to organise, led by Steve and Jo.

**Steve / Jo**

#### 4 **Refurbishment Update / Maintenance**

##### 4.1 **Work still to be carried out**

The response from the public for work already done has been extremely positive, including a good report from a recent wedding reception held at the hall.

Club Room Ceiling - a local resident has offered to give his advise on replacing the suspended ceiling in the Club Room.

Painting clubroom and Foyer - DeeDee Flooring of Tadley said they will

provide support for replacing the flooring in the Foyer. When we know what is happening with the ceiling we can organise work parties for painting.

Section 106 proposal for toilet lights - £1,450 of s.106 has been earmarked for Village Hall improvements. A lighting system for toilets has been suggested, so that they come on automatically when entered, and turn off automatically. A quote for £1,250 has been received for this project. Unanimously agreed.

LED lighting strips are to be installed in the kitchen for the cupboards. The cost for this will be minimal. Other electrical work will also be carried out at the same time, including moving the switch master panel for lights and heating.

Roofing quote – a verbal quote of around £11,000 has been obtained, but Steve believes the final cost will be more. Further quotes are being sought. The cost of the roof work will be covered by grants.

Winter heat / frost protection – Steve questioned whether the Hall had frost protection. Jonathan thought not – this will need to be investigated and addressed.

Defibrillator installation – the Parish Council and Silchester Association have purchased a defibrillator, with the intention of installing it in the porch of the Village Hall. This was unanimously agreed – Steve to organise. Village Hall to cover cost of installation.

## **5 Premises Licence**

Steve and Maxta have met with BDBC re updating and upgrading the VH premises licence. Steve noted that the licence needs to be updated as the footprint of the Hall has changed, and it therefore makes sense to review the licencing hours as well. Steve proposed that the licence is changed to 10.00am – 11.30pm seven days a week. Unanimously agreed. It was noted that music is not a licensable activity – this would be solely for the sale of alcohol. Steve to take forward. Maxta noted that the plan variation should include the grounds of the VH as well as the building itself.

The designated premises supervisor is currently Steve. As a Village Hall, the named supervisor is not required – it can be the Chairman, Secretary and Treasurer. Unanimously agreed. Steve also noted that the Trustees need to be very careful about not selling alcohol to minors – a nominated responsible adult must be named on the hire agreement for such an event. Jonathan suggested putting the terms of hire and licencing rules on a noticeboard inside the Hall. Steve to circulate changes.

**Steve**

## **6 Cherry Trees Playschool gate proposal**

Cherry Trees want to place a two small fences running parallel to front hedge from corner of hall to hedge at the front and one across from the end of the building to the hedge at the rear. These will be formed of two gates that can be opened back fully against the building and hedge to allow access for grass cutting and use by other groups, to keep children secure when playing outside. This will be at the expense of Cherry Trees. Unanimously agreed.

## **7 Vegetable Plots**

### **7.1 Vegetable Plot Contracts**

Peter Howells has circulated proposed contract to plot holders, although there is no official reaction as yet. Carried over to next meeting.

## **8 Finance Update**

Maxta stated that the grant from the Parish Council has now all been spent, with an overspend of approximately £700. The Parish Council are to invoice VH Trustees for overspend.

One bill outstanding for building work, but £5000 in bank. Rent payments are expected imminently.

Overdraft is being organised – Jonathan suggested that the OD should not be used without a vote of permission from the Trustees.

Unanimously agreed.

**9 Hall Hire Charges**

Jo has circulated amended charges to Trustees. It was generally felt the charges should be raised further than currently proposed, and some discussion was had on the proposed weekend charges. Steve proposed £300 for a Saturday Wedding, with any extra hours on Friday or Sunday being charged at the relevant hourly rate – this was unanimously agreed.

It was noted that the rates under discussion were the public rates only, and not those to regular users. Eamonn observed that the fees to regular users also need to be reviewed. Jonathan suggested that the proposed rates are adopted immediately, and then reviewed in 6 to 12 months. Unanimously agreed. Steve and Jo to look at fees to regular users.

**Steve / Jo**

**10 Any other business / Date of next meeting**

Maxta noted that Bramley Village Hall had been broken into recently, with copper piping stolen. Security issues to be added to the agenda for the next meeting.

**Maxta**

Steve has met with Peter Came of Came & Co. Came & Co handle the insurance for the Parish Council, and are moving into offering policies to not-for-profit organisations. Steve noted that they are offering cover for Trustees automatically, together with many other benefits. Came & Co have said that their premium will be around 15% less. Insurance to be reviewed by Steve and Eamonn.

**Steve / Eamonn**

Viv asked where brushes and mops will be stored for ad hoc cleaning. Mop and bucket, broom, and dustpan & brush for the Club Room are to be stored in the disabled toilet.

Tim Oliver – players want to put a printed banner outside VH for the next play – it was noted that this request will need to go to the Parish Council.

Tim Oliver – can the power socket by the door in the Club Room be converted into a double socket? Jonathan and Viv noted concerns about overloading the system. To be looked into, together with other power points around club room.

**Jonathan / Steve**

Tim Oliver asked if the junk in the back rooms is going to be removed. Steve to go through and remove anything necessary.

**Steve**

Tim Oliver suggested that a list of contacts be placed in the Hall for emergencies. Contact numbers to be placed in information book.

Tim Oliver & Steve asked if a door can be placed between the Club Room and kitchen. Steve proposed the motion, Theresa seconded, principle unanimously agreed. Steve then suggested that the Players fit the door, with VH Trustees paying for materials. Unanimously agreed.

Fire door notices to be obtained for door between the Club Room and main hall.

AGM – it was agreed that the AGM will be held on Thursday 23<sup>rd</sup> October at 7.30pm.