

SILCHESTER VILLAGE HALL

A registered charity

Minutes of the Meeting of the Trustees

Date: Thursday 17th July 2014 **Time:** 7.30pm
Place: Club Room, Silchester Village Hall
Present: Jonathan Murdock (Chair) Maxta Thomas (Secretary)
Steve Spillane Shellie Dunham
Jo Pearce Theresa Philpott
In Attendance: Sara Westwood
Apologies: Eamonn McArdle (Treasurer) Kirsty Jones

Action

1 Apologies for Absence

Apologies received as above.

2 Minutes of Last Meeting

The minutes of 24th April were proposed by Theresa and seconded by Jo, and unanimously agreed as a true and accurate record of the meeting, and duly signed by the Chairman.

2.1 Matters Arising

None

3 Fundraising Update

It is currently unknown how much the raffle will raise, but tickets have sold well, and it should be in excess of £500.

Maxta confirmed that the cheque from the Silchester Association has been cashed and a letter of thanks will be sent in the next day or two. Sara asked if a Reptiles concert planned for November was going ahead or not. It was confirmed that the band is currently booked for 15th November, as is the hall. However, nothing further has been organised as yet. Sara offered help from the Association – Steve explained that assistance would be required to sell tickets.

It was confirmed to Sara that the hall holds a permanent license to serve alcohol.

There are other plans for spring 2015.

4 Refurbishment Update

One or two outstanding problems to be sorted out by project managers – mould in loo, draining from loos, a few other minor issues.

4.1 Work still to be carried out

Decoration and lights in main hall, and sand the floor of the Club Room are booked for late July/early August. Replacement of the chairs will be put on hold for now.

The most significant expense for the future will be refurbishing the roof over the main hall. It does not need immediate attention, but will do soon. It is planned to utilise existing tiles, replacing only where necessary, and add in felting (which does not currently exist). Steve noted that a grant may be available from Veolia for this work.

New doors for Club Room loos – Domus have agreed to carry out this work for £300. They also need to address the damp in one of the store

rooms – this is due to broken guttering which Domus need to mend. Jonathan noted that no further expenditure should be committed until new funding comes in.

5 Storage Allocation

Kirsty has been working on this, but there has been little further action since the last meeting. Informally, the space is starting to fill up. Cherry Trees are using space where old kitchen was, which they cannot lock because of the stopcock for the entire hall being in the room.

Store cupboard in gents loo off main hall is only suitable as the caretaker's cupboard. Nothing has been done to date about the caretaker's equipment across to this cupboard. The current caretaker's cupboard is to be cleared out, and could be used by the Players for their lighting equipment when not in use.

Sara asked for verification on whether we are charging for storage. Jonathan confirmed that no charges are in place at the moment. He noted that the main user is Cherry Trees, who he is unwilling to charge at this time. Other users include the Silchester Players, and the Guides and Brownies (sheds at the back of the Hall are owned by them).

6 Village Tea Party – 20th July

Jonathan gave his congratulations and thanks to Shellie, Jo and Theresa for their hard work on the catering for the Pimms Reception in June.

Plans for the Tea Party are now complete – Chris Poole has offered to help as a master of ceremonies and directing people to where they need to be at key moments.

Katrina Poole has offered to bake a cake with a picture of the village hall, and this will act as a ceremonial ribbon cutting symbol. The raffle will then be drawn. Volunteers have been lined up to act as servers, and it was agreed that they will wear white shirts with black skirts or trousers. MT suggested that all trustees should wear badges identifying them. Steve to organise.

Tea and cakes are free, Pimms and wine will be chargeable - £2 per serving. Sara asked if the press had been invited – Steve confirmed that they have. Everyone to meet at Village Hall at 12.00 noon to set up.

Pick your colour scheme – Steve has 3 designs in, which will be pinned to walls on A3 sheets. People at the Tea Party can choose their preferred scheme.

7 Vegetable Plots

7.1 Vegetable Plot Contracts

Jonathan handed round a plan of plots. Sara has done work on a draft agreement for the plots, which Jonathan and Steve are both very happy with. Jonathan feels that this should be finalised and sent out to plot holders. To date, plot holders have been charged a peppercorn rent. It was noted that there may well be a lot of residents who would like the chance to have a small plot, but a significant re-organisation of the plots would be required. It was also noted that the best time to make changes was in the early spring, at the start of the growing season. Fees for the area were discussed, and it was felt that £200 for the coming year for the whole area was not unreasonable. The fees would be apportioned depending on the percentage of the land held. The Committee would be prepared for that figure to come down.

Steve noted that Peter Howells has agreed to represent the plot holders, so he should be approached with the initial ideas to put to the plot holders. Steve to approach Peter.

Jonathan noted that if notice is to be served on any plot holders, then it must be done on 1st September to allow for the six month notice period.

8 Finance Update

Eamonn has sent a copy of current accounts. Jonathan stated that income so far received is sufficient to pay contractors with a small surplus left over. The surplus is not as large as was hoped. Final bills from contractors have now been resolved and came to £4900. This has been paid subject to a 12 month retention. A £500 donation has been received from the project management company. The smaller surplus means that some work will need to be delayed.

Shellie asked if the project was overspent – Jonathan confirmed that it was, due to various reasons – extra VAT and poor architects drawings at start of project. Once currently committed work is complete, there will be a reserve of around £3000.

9 Hall Hire Charges

The sub-committee have met, and have come up with proposals (see appendix A). It was noted that the table of charges was for ad hoc users of the hall, and not for those groups who get special rates. There was some confusion over the terminology used. Steve noted that he felt that even the new proposed charges were not high enough. Jonathan stated that the principle is correct, but he also felt that the charges were not being put up enough. To be discussed at next Trustee meeting in September.

10 Any other business

Caretaker – there has been one application for the post. Jonathan gave some background about the applicant, who is not available at 4.00 in the afternoon, but would be available at 8.00 in the morning. This was not seen as a major problem. Steve has met with the applicant. He needs to be formally interviewed as soon as possible, and then probably offered the job. Jonathan suggested ad hoc meeting as soon as applicant is back off holiday. He noted that a formal job description should be put into place, so that the caretaker knows exactly what needs to be covered, and how many hours need to be worked. Maximum of an hour Mon – Sat, ad hoc on Sundays. £10 per hour. He will be an employee of the Village Hall Trustees. Eamonn has stated that this will not be a problem. Unanimously agreed.

Sara outlined proposals for a tangible commemoration of WW1 in village – benches at key places around the village were suggested. Sara asked if a bench could be placed on the new grassed area outside the Village Hall. The benches would have an engraving related to WW1 – Sara gave some examples. A bench for each year of WW1 is proposed. Possible locations are by the war memorial, common paths, near ponds, and outside the Village Hall. The Silchester Association would pay for bench and dedication. Trustees gave unanimous support for the idea. Sara will now take the proposal to the Silchester Association.

Next meeting to be booked for 4th September and AGM for late October. Maxta to organise. Garden plots and Village Hall charges to be on the agenda for September.

Appendix A – Village Hall Proposed Charges

Main Hall		Club Room	
9.00am-6.00pm	6.00pm-midnight	9.00am-6.00pm	6.00pm-midnight
Mon-Fri £10/hr £7.80	Sun-Thurs £11/ hr £9.00	Mon-Fri £7/hr £5.16	Sun-Thurs £8/hr £6.60
Sat&Sun £15/hr £7.80	Adult Parties Fri&Sat £140 (both rooms £200) £90	Sat&Sun £10/hr £5.16	Adult Parties Fri&Sat £100 (both rooms £200) £70
Children's Parties Sat&Sun £15/hr (Min. 4 Hrs - £60) £40	Fri&Sat £25/hr £9.00	Children's Parties Sat&Sun £10/hr (Min. 4 Hrs - £40) £30	Fri&Sat £20/hr £6.60
Weddings	Elections	Sleepovers	
6.00pm Fri - 11.00am Sun	All day		
£300 Includes both rooms £210	£100 Clubroom	£60 per night (Exclusive use) £50	