

SILCHESTER VILLAGE HALL

A registered charity

Minutes of the Meeting of the Trustees

Date: Thursday 24th April **Time:** 7.30pm
Place: Club Room, Silchester Village Hall
Present: Jonathan Murdock (Chair) Eamonn McArdle (Treasurer)
Maxta Thomas (Secretary) Shellie Dunham
Jo Pearce Theresa Philpott
Kirsty Jones
In Attendance: Vivienne Hartshorn Janet Earl + guest
Mick & Pam Oram

Action

1 Apologies for Absence

Apologies have been received from Steve Spillane.

The Chairman noted the resignation on health grounds of Andrew Chandler from the Managing Trustees. He formally thanked Andrew for his past work for the Village Hall Trustees, and stated that he hopes Andrew recovers quickly.

2 Minutes of Last Meeting

There was one small amendment to be made in item 2 of the minutes of 30th January, stating that the minutes were signed by the Chairman. Otherwise, the minutes of the last meeting held on 30th January 2014 were unanimously agreed as a true and accurate record and signed by the Chairman.

2.1 Matters Arising

None

3 Finance Update

Eamonn gave an update to the Managing Trustees.

Eamonn noted that the end of year figures are misleading, as the money that was in then has now been paid out. There is around £2000 for further work, and grant applications have been made to various organisations. With the current expected income, there may be up to £10,000 to carry out further refurbishment. Jonathan noted that doing the floor in the main hall will be an expensive item, and needs to be done early on - possibly during the summer term half term. Steve and Jonathan are making enquiries into this with a view to getting the work done very soon. It was also noted that the hall needs a thorough clean before any re-decoration. Jonathan proposed arranging agreement to any work by email round robin. This was unanimously agreed. Mick Oram noted that the floors used to be resealed every year.

**Steve/
Jonathan**

4 Fundraising Update

Jo noted that £500 has been received from Helping Hands.

Letters have been delivered to every household in the village.

Richard Rand has written to his list of potential donors.

Approaches have been made to various local companies and organisations, as per the minutes of the Funding meeting held on 6th February 2014. In particular, the Silchester Association and the Parish

Action

Council have both been approached, and are due to meet very soon to decide the matter. It is anticipated that these two organisations alone may offer grants of up to £3,000 each.

Eamonn noted that he has received several cheques as a result of fundraising efforts.

Jo noted that the raffle tickets will be sold directly after the Village Fete, which will be drawn at the Village Hall opening event in July. A ticket is ready to be printed, but there is currently no rush.

Jonathan noted that Andrew had some things in place for fundraising events and that this needs to be picked up by the fundraising committee. Reptiles 15th November - Jonathan to check that this booking is secure.

Jonathan

4.1 Silchester Sweep

Theresa noted that the Sweep is not going well, with people having dropped out and no new subscribers. There are only nine people paying into the scheme. Eamonn suggested a fresh push in the Village for the scheme. He also stated that the £40 prize should remain the same, with the Committee subsidising the scheme until numbers are up; however others felt that this is generous compared to other schemes. It was agreed to reduce the prize to £20. An article is to be placed in the Parish Magazine. All Trustees are to consider joining. Website to be updated to include sweep on front page. The Sweep will be promoted at the second hall opening ceremony, and a letter is to go out with raffle tickets.

**All
Steve**

5 Building Update

The building work is now complete, and has been signed off by building inspectors. There are one or two small issues still to be ironed out, and Jonathan is working with the Project Manager to resolve these. The new kitchen has met with general approval from all users. It is hoped that this will attract more business. Steve to update website with details of new extension and kitchen. Janet Earl noted problems with the guttering – Jonathan observed that this was one of the issues outstanding, and he will follow this up with the Project Manager.

Steve

Jonathan

5.1 Work still to be carried out

Of immediate concern is the flooring and general cleanliness of the building.

Decorating is planned for a later date, possibly over the summer of 2014.

6 Hall Hire Charges

A discussion was held on Hall Hire charges, and what should be published to the general public. It was agreed to discuss rates for existing users at a later date.

Jonathan noted that Silchester Village Hall is among the less expensive halls for hire, and that there is scope for an increase from January 2015. He suggested that a sub-committee be set up to look at the issue in detail. This was unanimously agreed. The sub-committee members are Viv, Shellie, Kirstie and Jo.

Eamonn noted that a straight 10% increase would not result in a large increase in income in monetary terms, and that the Trustees may wish to raise rates more than this. Eamonn observed that he would like to see a 30% increase on income as a result of the Hall improvements.

Kirstie suggested putting together some publicity shots for weddings to add to the website.

7 Storage Allocation

Jonathan thanked Kirsty for her work on this issue (attached – appendix a). He noted that most village halls charge for storage, whilst Silchester currently does not. However, he also noted the need to be sensitive to the regular users' requirements. Kirsty noted that the storage space needs to be valued – she also noted that if some storage areas were tidied up, then more efficient use of the space could be made. It was suggested that the issue was looked at in tandem with the Village Hall charges – it was agreed that this would be useful.

There was some discussion on the proposal, and this will be looked at it more depth by the sub-committee. Eamonn noted that the rent should reflect the storage space used.

Kirsty noted that if users want any extra storage from now, then this should be chargeable.

8 Hall Opening Ceremony

Two separate formal events are planned. The first is for a Sponsor's event to be held prior to the Village Fete on 21st June – most potential invitees will be here for the Fete, so advantage will be taken of this. It is planned to have a board in the Hall of all the major donors to the project. Chris Poole will be assisting with setting up the event in terms of protocol for invitations etc.

The second will be an 'Afternoon Tea' event for the whole Village to be held on 20th July. The Mayor, Cllr Roger Gardiner, has confirmed that he will be able to attend the second event. Jonathan noted that Steve has been driving the arrangements for both events.

9 Vegetable Plots

9.1 Tap for plots

Jonathan stated that an outside tap has been fitted, with a special handle that needs a key. He also noted that the amount of water likely to be used will not have a significant effect on the water rates. Plot holders can have a hose to use from a water butt, but sprinklers will not be permitted.

9.2 Vegetable Plot Contracts

It was noted that the contracts and licence fees need reviewing. Steve has asked Sara Westwood to look at the issue. It is possible that the plots may be split up into smaller units, which will increase income for the Village Hall. Steve to take further.

Steve

Janet Earl asked if they will get to see the new contract before they are issued – she was assured that she would.

10 Amendment to Schedule A

An amendment to Schedule A, Appendix 7 and a formal Code of Conduct has been proposed (appendix b), facilitating the removal of Trustees in exceptional circumstances. They will need to put to the AGM later in the year, but they can be agreed in principle now. Jonathan proposed adopting and putting forward with minor amendments. Maxta to produce a final version for circulation. Eamonn seconded, unanimously agreed.

Maxta

11 Any other business

Viv has had a request from BDBC Health & Safety requesting a look round the Hall.

Front door lock – there are issues unlocking it. Jonathan to investigate.

Jonathan