

SILCHESTER VILLAGE HALL

A registered charity

Minutes of the Meeting of the Trustees

Date: Thursday 30th January **Time:** 7.30pm
Place: Club Room, Silchester Village Hall
Present: Jonathan Murdock (Chair) Eamonn McArdle (Treasurer)
Andrew Chandler Steve Spillane
Jo Pearce Theresa Philpott
Kirsty Jones Maxta Thomas (Secretary)
In Attendance: Vivienne Hartshorn Richard Cockroft
Della Raven (Guides) Keith Graham (Silchester Players)
Janet & Michael Earl

Action

1 Apologies for Absence

Apologies have been received from Shellie Dunham

2 Minutes of Last Meeting

The last meeting was held on 3rd December 2013. The minutes were unanimously agreed as a true and accurate record by the Chairman.

Matters arising – Andrew noted that he has been unable to organise a band for the June fund raising event as The Reptiles are currently undergoing personnel changes.

3 Update on Building Work

Jonathan gave an update on the building work.

- The contractors have regained two weeks of the five that they were behind due to the weather conditions over Christmas.
- The work is due to be complete in around three weeks from the date of this meeting.
- There is water damage in the Club Room and some in the main Hall. The contractors are responsible for this and will make good once everything has dried out.
- The contractors have been very helpful with some additional problems that have arisen due to the drawings not being entirely accurate.

The Chairman invited questions.

- Andrew requested clarification of the completion date – Jonathan confirmed that the work should be complete by the end of February.
- Eamonn asked about costings – Jonathan stated that some of the contingency had been used, but not all.
- Andrew thanked all regular users of the Village Hall for their forbearance during the building work.
- Kirsty noted that the communication has not been brilliant – she was unable to use club room as promised the previous evening. Unfortunately, this seems to be the builders not leaving things in a usable state at end of day. Jonathan expressed his disappointment about this, and will bring it up with contractors. He also noted that it has not been possible to keep the Club Room completely open due to the Christmas weather.

Action

- Viv noted that problems with builders' equipment being left around most affect the Brownies and the Tuesday Club. Della confirmed that tools need to be put away properly, as these cannot be near children. Eamonn suggested talking to contractors at key times to ensure the Club Room is fully usable. Eamonn and Kirsty to check Club Room is clear on Mondays, ready for Tuesday and Wednesday events, and Kirsty will pass information on to the Tuesday Club and the Guiding community.

**Eamonn/
Kirsty**

Finances - Eamonn updated the Committee. He circulated figures (Appendix A).

- The day to day trading figures are not important – income tends to get spent straight away.
- The original overall budget for the extension project was £195,000. The building was begun with £150,000 raised, so there was a gap in funding. A further £37,000 has been raised through charitable donations, largely due to the efforts of Richard Cockroft.
- Eamonn felt that around £200,000 should be enough to totally complete the project, and that there should be a contingency of £7,500.
- £25,000 from has been received as a grant from BDBC, and a further £12,000 is due from HCC (this is part of the £150,000 already raised). The Secretary is to submit an invoice to HCC, which will allow the grant funds to be released.
- Eamonn confirmed that around £20,000 of working capital would be used.
- Jonathan noted that some money should be put aside for a maintenance fund, especially with some of the building being quite old.
- Andrew asked how gift aid works – Eamonn stated that it will come in in a year's time and will be around £3,000-£4,000.
- Richard noted that the figures are quite conservative. Eamonn observed that this does include new flooring, decoration and new chairs.
- Steve noted that the figures Eamonn is working represent cash flow, whereas he and Richard are working on projected money coming in from donations whilst keeping reserves in place.
- Richard passed on a 'well done' from the biggest donor to the project. He suggested a board in the Main Hall thanking all donors for their contributions. Jonathan stated that this is planned.

Maxta

4 Kitchen Plans

Jonathan has circulated plans of the current proposed layout for kitchen. There are already some amendments to this, to include extra counter space, with the sink being moved slightly to accommodate this and a serving hatch. A new oven will be required as the old one was left in the rain. Other suggestions were invited.

- A commercial hob and oven would be extremely helpful for the Guiding community, and that this would greatly improve the usability of the Hall – it could be used for summer camps for Guides and Brownies, and would make bookings for large events more likely. Steve raised concerns with regard to insurance levels and health & safety guidelines. Jonathan to speak to the contractor and liaise with the Guiding community about larger

Jonathan

cooking facilities.

- An extra fridge and freezer would be useful, which could go under worktops. Steve noted that a freezer could be made available for pack holidays in summer.

5 Village Hall Storage

Deferred until other issues are resolved. Jonathan noted that all storage is currently completely free. This situation needs to be reviewed. Kirsty suggested contacting regular users about what they require. Kirsty to contact users for their requirements.

Kirsty

6 Meeting Guidelines

Steve presented new meeting guidelines (Appendix B), which improve on those outlined in Schedule A. Steve proposed accepting the working model, and then formally adopting it at the AGM if acceptable. Andrew seconded the motion. Unanimously agreed.

7 Fundraising

Richard Cockroft noted that a fundraising notice has gone into the parish magazine. £40,000 has already been collected from a list of donors. Richard asked that the Trustees are now energetic and immediate in following up the notice in the parish magazine, and in obtaining further funding from the village.

Jonathan took Richard's comments on board, and formally thanked him for his hard work on fundraising, which was backed up by whole committee. Funding meeting to be organised for next 10 days or so.

Maxta

Della asked if anyone has approached Helping Hands in Tadley. Maxta to investigate.

Maxta

Theresa offered to do some canvassing on behalf of the Trustees.

Theresa

The St Patricks dance has been cancelled.

A raffle is being organised for Easter – a list of sponsors was circulated. It was suggested that sponsors could be published in parish magazine. The tickets are to be printed by mid-February. A licence application has gone in to BDBC. It was suggested that the raffle could be drawn at formal opening of hall.

Jonathan to investigate Ceilidh band for future events. It was noted that advertising is key thing for big events.

Jonathan

Jonathan formally thanked the Fundraising Committee, who are doing an excellent job.

8 Any Other Business

Steve noted that estimates need to be obtained for painting the Main Hall. It may be possible to get it done over the Easter or Summer holidays. Quotes to be sought as soon as the building work is finished.

Della asked where Accident Report book for the Hall is. Jonathan noted that this has gone missing. This needs to be rectified.

9 Date of Next Meeting

Separate closed funding meeting to be held on Thursday 6th February 2014.

Trustees meeting to be organised in due course.

Appendix B

Silchester Village Hall Meeting requirements according to schedule A which is the Trust Document.

Meeting Type	Notice Period*	Publish Agenda	Quorum	Minutes	Open
Ordinary 4 per year	10 days		1/3 or 3 whichever is greater	Minute book	Residents in area of benefit
Special Meeting	7 days		1/3 or 3 whichever is greater	Minute book	
AGM	14 days	Yes	20	Minute book	Residents in area of benefit
SGM		Yes	20	Minute book	Within 21 days of 10 residents request and Residents in area of benefit

Suggesting working model

Meeting Type	Notice Period	Publish Agenda	Quorum	Minutes	Open
Ordinary 4 per year	7 days	At meeting	1/3 or 3 whichever is greater	See note 1	Residents in area of benefit
Special Meeting	7 days	At meeting	1/3 or 3 whichever is greater	See note 1	Trustees only
Emergency meeting	none	Single subject	At least 3	See note 1	Trustees only
AGM	14 days	Yes	20	See note 1	Residents in area of benefit
SGM	Within 21 days of request from 10 residents	Yes	20	See note 1	Residents in area of benefit

* Days refer to calendar days

Note 1 Minutes

Draft Minutes circulated to trustees within 2 days of meeting inviting comments.

If no comments or comments incorporated and agreed by Chairman published on website as draft after 7 days. Approved at next meeting.