

**Toller Porcorum Village Hall
Minutes of Trustees' Meeting Monday 1st July 2024**

1. Present

David Ennals (Chair), Jenny Johnson (Treasurer), Jenny Crumpton, Charlotte Woodford, Judy Miller, Jane Ennals, Debbie Billen, Julia Stantiford, James Feaver & Christine Burt.

2. Apologies & Absences

Apologies for absence were received from Jane Curry, Mick Rawling & Thelma Billen.

3. Minutes of Last Meeting

These were agreed and signed as a true record.

4. Matters Arising

- Electrical Fire safety check – Jane has a note in her diary for the next annual check in 2025
- Patrick to follow up settlement cracks on the rear elevation near the BBQ. He will contact David Brugge (building surveyor) to look and advise. **Include as item on next meetings agenda**
- Constitution update – ongoing in stages
- Kitchen revamp delayed further due to Steve Bull's carpenter friend retiring so approaching another contractor.
- New drinking glasses. Jane Ennals yet to purchase
- Licences – James F has submitted all forms and awaiting confirmation

5. Constitution

David is continuing to go through this to update the original document written in 1994. We are approximately halfway through. The main aim is to ensure the wording is meaningful and current. This meeting considered the next part of 'The Committee of Management' about additional representative members. The following revised wording was agreed: -

Constitution continued from 12. Additional Representative Members

13. Declaration by Members. No person shall be entitled to act a Member/Trustee until s/he has signed the AGM Trustees thereby making a declaration of acceptance and of willingness to abide by the Constitution. This would normally happen at the AGM, or if a Member is absent then at the next meeting s/he is present.

14. No Member shall take or hold any interest in any property belonging to the charity unless it is in their role as a Trustee as agreed by the Committee; neither will they receive any remuneration, or be interested in the supply of work or goods, to the cost of the Charity, unless formally appointed collectively by the Trustees as an agreed service provider, at an agreed charge.

6. Financial Report

Toller Porcorum Village Hall Accounts

01/01/2024 through 30/06/2024

Cash Assets	£	
Cash Box		586.92
Bank		<u>35,728.32</u>
Total		36,315.24

Income and spending

	Total
Income Categories	
Allotment Rent	130.00
Car Park	98.90
Electric meters	135.00
Furniture hire	50.00
Hall hire	<u>1,708.00</u>
Total Income Categories	2,121.90
Expense Categories	
Online/Internet Service	45.99
Water & Sewer	127.49
Cleaning Hall	63.00
Electricity Bill	539.02
Gardening	352.50
IT expenses	10.99
Maintenance & Repair	1,515.05
Programmes	<u>246.80</u>
Total Expense Categories	2,900.84
Grand Total	-778.94

We are still running at a loss. The main income is from hall hire and carparking donations and main expenditure is maintenance and repair. This last quarter's expenditure has included kitchen hatch replacement, baby changing table and table tennis repair plus the electrical fire safety tests. The next outlay will be the electricity bill.

Problems are ongoing with OVO energy trying to get the name changed which is delaying the FIT payments. The intention is to change to a BACS payment system which should overcome the name change in future.

Will Ferris (gardening) is putting his rate up to £23/hr which we all agreed was very reasonable in comparison to other gardening rates.

Charity Commissioners annual return. Charlotte Woodford to change access rights removing herself and enabling full access for both Jenny and Jane Cu. **Action CW**

Electricity meter charges – it was agreed that we are probably subsidising the meters and therefore should increase the rates by 50% and trial it for the next 6 months reviewing in March 2025. Charlotte to send instructions to James & David. **Action CW DE & JF**

7. Hire Rates & concessions

David & Jane have looked at other village hall hiring charges by means of comparison with ours and it would suggest that we are very much in line with others so no room to make any increases. It was agreed that by updating the meter charges this would be the better option.

Whilst there has been some free hiring of the hall, there is nothing in the constitution or previous minutes to suggest this should be allowed or has been agreed. As we are operating at a loss it was agreed that we cannot afford to continue this as there are running costs to cover.

The meeting agreed that any hiring by the PCC for ticketed activity must be charged although they will be allowed to hold services in the hall for free.

Wakes for known residents will benefit from the village residents' rate.

David will inform the PCC and the Soup & Roll group that they will need to pay for hire. **Action DE**

8. Kitchen upgrade

Steve Bull has since notified that he can no longer undertake the works as his carpenter is retiring. A quote has therefore been provided by Steve & Jack Boxhall (Boxhall Construction) which was circulated prior to the meeting of c. £3000. It was agreed that whilst a very reasonable quote it would be prudent to check if there are any hygiene regulations we need to be aware of and complying with before any expenditure. Julia agreed to follow this up discreetly with the Council's Environmental Health Officer. In the meantime, David will ask the Boxhalls to provide quote for stainless steel work surfaces.

Once we know where we stand, we can circulate an email requesting approval to proceed in accordance with the guidance. **Action DE, JS & JCu**

9. Maintenance Matters

Settlement cracks on external elevation near rear fire door by BBQ area. Patick to approach David Brugge (Building Surveyor) to have a look and advise, **Action PW**

Cobwebs around front door – Jane E to speak to Jenny **Action JE**

The salt bins need drainage holes drilling in the bases before salt can be put in. Harry or David to do this **Action DE**

10. Fundraising & events

Van Rouge – Mick has provisionally booked the band for 28th September and arranged for Pete Hammonds to run the bar. After this meeting Mick can confirm this date with them and also let Jan know for the hall booking.

Quiz Night – David has booked this for 9th November although hasn't sorted a bar, Charlotte to check if Pete would do this carrying over any stocks from Van Rouge. **Action MR DE & CW**

Village Show – 10th August. Organisation is progressing we just need to get going with publicity. Schedules printed and ready for distribution along with social media push. Julia to put post up on the village facebook page and arrange for promotion around Hooke **Action JS**

Publicity and promotion of events perhaps needs to be better. Get adverts in the West Dorset magazine in addition to Toller Times, Team News and the Village Hall website. Debbie will put a boxed advert for the Pub Night & Quiz in the Toller Times.

There was a discussion on having a bespoke Village Hall Facebook page. Everyone to give consideration to this **Action All**

11. Allotments, Paddocks & Old Trailway

All the allotments are let and in full use by 7 holders in total. Agreements are all in place and fees paid. Patrick updated the allotment agreement to account for the new rules for the plots. Charlotte will send a copy to David. **Action CW**

Patrick has chased Dorset Council again regarding formalising the land transfer but has heard nothing. He will continue to pursue this.

12. AOB

Jenny informed the meeting that she is likely to be leaving the village before September having found a buyer for their house. Therefore, we need a new Treasurer ideally before she leaves to ensure a hand over. As other village organisations are also in need of treasurers, other arrangements are being explored to see if we can advertise it as a shared role. There is also a proposal to offer it as a paid position. This is a key post and without a Treasurer the Trustees would have to consider closing the Hall until the post is filled. There was no opposition amongst the Trustees to the suggestion of paying for a Treasurer.

Jan Turner has also given notice to hand over as booking clerk role by March next year, so we also need to find a replacement to fill that role.

David to put a post on the Village Facebook page advertising both roles

Action DE

Next meeting is Tuesday 17th September at 7.00pm

Meeting closed 8.46pm