

Minutes of Trustees' Meeting Monday 16th September 2024

1. Present

David Ennals (Chair), Jane Curry (Secretary), Jenny Johnson (Treasurer), Jenny Crumpton, Charlotte Woodford, Judy Miller, Jane Ennals, Julia Stantiford, James Feaver, Christine Burt, Paul Comer, Mick Rawling, Rorie Geddes

2. Apologies & Absences

Apologies for absence were received from Debbie Billen and Thelma Billen.

3. Minutes of Last Meeting

These were agreed and signed as a true record.

4. Matters Arising

- Kitchen upgrade – Discussion took place around fridge capacity and space to be accommodated within the kitchen. It was agreed that the Hall did need more fridge space, Judy Miller offered her old fridge for use, which was both appreciated and accepted. It can sit alongside the additional fridge currently in the committee room. Delivery to be arranged. **Action JCu**
- Village Show Trophy Engraving – There seemed some confusion as to who pays for the cups to be engraved after winning at the Show. Historically there has been a contribution from the Village Hall Committee, and in some cases the Committee has paid entirely, but not for everyone.

It was agreed going forward that the person who wins the Cup will be responsible for funding the engraving should they choose to, and that a contribution will be made by the Village Hall of £10/cup upon copy of receipt to the Show Manager when the Cup is returned.

- Electrical PAT testing – Investigations need to be undertaken as to what is required for the range of appliances within the Village Hall. David to enquire with Mr Wrixon. **Action DE**
- Constitution update – ongoing in stages
- Gutter leaking – James raised a potential issue with the guttering, it may be leaking. David to raise with Will Ferris and ask him to check it. David will also ask Will to tidy up the garden area to the side of the hall as it is very overgrown with brambles. **Action DE**

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

15. Meetings of the Committee: The Committee shall aim to hold 4 ordinary meetings with a minimum of three each year (one per quarter). A special meeting may be summoned at any time by the Chairman or by any two Members who must inform the Secretary. The Secretary will then arrange an extra-ordinary meeting, with a published agenda giving Members at least seven clear days' notice.

16. Chair (1): At the Annual General Meeting (AGM), which is in addition to the ordinary meetings, the Committee shall elect one of their number to be Chair of their meetings and s/he will stay in post until this agenda item is raised at the Annual General Meeting in the following year. The Chair shall always be eligible for re-election. The AGM is to be advertised by the Secretary at least 14 days before the date of the meeting.

Chair (2): If the Chair is absent from any meeting of the Committee the Members present shall choose one of their number to be Chairman of the meeting before any business is transacted.

17. Voting: If an agenda item cannot, through discussion, be resolved with all Members present in general agreement a vote will be taken. Should the votes when counted (for and against) be equal, the Chair of the meeting shall have a second and casting vote.

18. Minutes: The Secretary will record outcomes from meetings and will keep digital copies of these as minutes of the business conducted at meetings. The Secretary will distribute the minutes to all Members by email or paper copies. Members will have the opportunity to agree or amend the minutes at the start of the next meeting.

6. Financial Report

Toller Porcorum Village Hall Accounts

01/01/2024 through 31/08/2024

Cash Assets	£
Cash Box	822.8
Bank	<u>35,760.39</u>
Total	<u>36,583.19</u>

Income and spending

	Total	Village Show 24		
Income Categories		Income	£	Spend
Allotment Rent	190.00			
Car Park	176.28			
Electric meters	246.00			
Furniture hire	50.00			
Hall hire	2,114.00			
Village Show (exc chq's to bank in Sept)	<u>213.50</u>			
Total Income Categories	<u>2,989.78</u>			
		Total	<u>433.00</u>	Total
				<u>195.50</u>
Expense Categories				
Online/Internet Service	45.99			Income @ show inc chq's 237.50
Water & Sewer	292.86			less Programmes & Certs 246.80
Cleaning Hall	63.00			Total -9.30
Electricity Bill	568.08			
Gardening	456.00			
IT expenses	10.99			
Maintenance & Repair	1,655.05			
Programmes & Certs	246.80			
Performing rights	<u>162.00</u>			
Total Expense Categories	<u>3,500.77</u>			
Grand Total	<u>-510.99</u>			

We are still running at a loss of £510.99, down on last year. Less events held this year has contributed to the loss.

Problems are still 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. Jenny has made some progress but not yet resolved, although she has received an email that the changes have been processed. Jenny and Rorie will monitor. Thanks were given to Jenny for all her efforts pursuing this.

Action RG/JF

Charity Commissioners annual return. Charlotte Woodford to change admin rights removing herself and enabling full access for Jane Cu. We can only have one admin person nominated.

Ongoing Action CW

Electricity meter charges – JF and DE changed the tariff on the meters as agreed at the last meeting. It is hoped this will increase income as a slight compensation for not increasing hire charges. We will monitor for next 6 months.

7. Kitchen upgrade

David has emailed Boxhalls asking them to confirm the start date and has requested they start after the Quiz (9th November), so work will hopefully commence week beginning 11th November. Whilst duration of work is still to be confirmed, estimated time would be about a week, David will email the Committee once dates have been confirmed. **Please read addendum at base of these minutes.** Action DE/JC
Once dates have been confirmed, James will put onto the Village Hall Website. Action JF

David will also confirm with Boxalls that if there are any spare worktops left over after the kitchen works are completed, these are to be kept and be utilised. Hopefully there may be enough for Harry to put in a surround and work top over the additional fridges in the committee room. **Please read addendum at base of minutes.** Action DE

8. Maintenance Matters

Settlement cracks on external elevation near rear fire door by BBQ area. Patick has contacted David Brugge (Building Surveyor) and is awaiting a response. Action PW

General poor cleanliness of the kitchen was raised, and it was agreed that it needs to improve. Jane E to speak to Jenny.

In addition to this, Jane will speak to Jenny regarding the lack of cleaning cloths and products which should be there to use. Action JE

The missing badminton net has been replaced and it was agreed that the village hall would refund Jean Wallbridge for the cost of the new net – receipt to be submitted to the Treasurer.

9. Fundraising & events

Village Show – Another successful Show and a good write up in the Team News.

Van Rouge – 28th September confirmed and tickets are now on sale. To date not a huge take up, a purchase by date was discussed and the 23rd September was agreed. It will be communicated that Tickets sales will stop on the 23rd September to enable food etc to be planned and purchased. Micky will communicate this by email. Action MR

Further publication was also discussed, Julia and Charlotte volunteered to put the event on Cattistock, Maiden Newton, West Milton and Powerstock Face Book Pages.

Quiz Night – David has booked this for 9th November although hasn't sorted a bar he will see what bar stocks are left over from Van Rouge Action MR DE

The Notice board that was on the old fence line to the Trailway has been removed since new gates were put in place. Discussion on going as to whether we can add another one close to Peter Crabb's boundary, in the meantime other locations can still be used.

New Year Eve Party – Discussions held around whether it would be viable to hold a NYE party, people bringing food to share and a free disco. It was agreed that the committee would put 'feelers out' to get an idea of who would be interested in coming etc.

A commitment from those planning to come would be needed so a charge of £5 was agreed which would cover electricity and a glass of prosecco at midnight. Action ALL

A paid bar would be provided but we would need a commitment of between 60-70 people.

Debbie to include in the Toller Times

Action DB

10. Licenses – James confirmed the Music Licence has been renewed.

Alcohol Licence – James confirmed that it is ongoing but we do have an annual subscription charge. Jenny confirmed its an annual outgoing in accounts. **Action RG/JJ**

11.Allotments, Paddocks & Old Trailway

All the allotments are let although a half plot may be coming free. Agreements are all in place and fees paid.

Patrick updated the allotment agreement to account for the new rules for the plots. Charlotte has the latest copy as she has kindly taken on the responsibility for the Allotments.

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

Trailway - We currently don't have an access key to the new gate installed at the top of the Trailway and should have one. Patrick will follow up with the council to establish if this is possible. **Action PW**

12.Position of VH Treasurer: Jenny confirmed that this would be her last meeting. Rory Geddes has volunteered to take over the role and has met already with Jenny to initiate handover. A vote was held, and Rorie was elected as our new Treasurer. Changes in Bank signatures still need to be completed and will be done over the coming weeks. Formal handover date will be 30th September 2024.

13.Hearing Loop

David, James and Jane Cu are meeting with Video Visual Direct on 10th October to discuss the product he is offering and whether we need one in the Village Hall. **Action DE/JCu/JF**

14.AOB

GDPR – Charlotte reminded everyone to be mindful when sending out emails, especially when replying to ALL....and to Blind copy when appropriate as this may contravene GDPR regs.

Dorset Live Well – Dorset NHS wrote to us asking is we would be interested in holding Surgeries in the Village Hall for local residents and would cover basic health checks. We provided charges for the Hall hire to Dorset Livewell but at the time seemed too expensive for them. This is to be discussed again within the Committee.

Jane to gather some more detailed information from Dorset Livewell and update at the next meeting. Slide pack will be distributed with the Minutes. **Action JCu**

Hall Booking Jan Turner has also given notice to hand over as booking clerk role by March next year. Discussions have taken on whether it would be viable to purchase an application which would simplify the process and dramatically reduce the amount of time taken on Hall bookings.

James carried out extensive research into applications used by other village halls and presented to the Committee the one he would recommend. The application seemed to offer everything we would need and would be the cheapest solution. We would still require someone to manage the bookings of the Hall but the role would be significantly reduced in terms of time taken.

James to organise next steps in purchasing the on line programme. The Committee to make a decision whether to purchase at the November meeting. **Action JF**

Next meeting is Monday 23rd November at 7.00pm

Meeting closed 8.50pm

Addendum

Item 7: DE can confirm that Boxalls will begin the overall of the kitchen in week beginning November 11th.

I have learnt to day (Sept 26th) that JM has given her unwanted refrigerator to a resident whose own refrigerator had broken down.