

Minutes of Trustees' Meeting Monday 25th November 2024

1. Present

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

2. Apologies & Absences

None

3. Minutes of Last Meeting

These were agreed and signed as a true record.

4. Matters Arising

David Lowe was welcomed onto the Committee to replace Jan Turner as Booking Secretary. David kindly accepted the role and said he would liaise with Jan to enable a smooth handover. In line with our Constitution, David will be formerly Co-opted at the next Committee Meeting with the intention to invite him to become a Trustee at the AGM in April 2025.

5. Hall Booking System

It was agreed that the purchase of Hall Booking On-line would go ahead. James agreed to manage this with an expected start date of the 1st April 2025. **Action JF**

David L was happy to take over from Jan Turner now and will arrange to meet with her for a formal handover. David to contact Jan to arrange. **Action DL**

6. 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 'Accounts and Annual Report'. The following process was agreed:

Constitution continued from: 19 Accounts and Annual Reports

19. Accounts and Annual Report: The Committee shall comply with their obligations under the Charity Act 2022. The Charities Act requires charities to keep accounting records and other documents for a set period of time:

Accounting records

The Charity will keep accounting records for at least six years after the end of the financial year in which they are made. These records should include receipts, invoices, bank statements, and financial reports.

Trustees' decisions

The Charity will keep minutes of trustee meetings, decisions, and resolutions for at least ten years.

Annual accounts

The Charity's Treasurer will prepare annual accounts that are available to the public on request.

The last Charity Trustees must continue to preserve the records unless the Commission consents to their destruction or disposal, including:

Confirmation letters and grant conditions for grants

Remittance advices for each grant payment
Copies of invoices and evidence of payment for room hire or lettings
Accompanying letters or emails for donations
Cash sheets for cash from events

Annual Audit/examination of accounts – In line with the Charity Act 2022, as the Charity does not hold the assets of more than £3.26 million and neither a gross income of more than £25,000 in a financial year an official Audit is not required. The Trustees are content to self-examine the end of year accounts to authorise, by majority vote, to formerly approve of them at the Annual General Meeting. This method of examining the accounts may be reviewed if at any time during the financial year the Committee, by majority vote, feels an official audit or more specialised examination of the accounts would be helpful.

Seven days minimum before the AGM, the Treasurer is requested to send out the end of year accounts to Trustees for them to examine and then approve them formerly by majority vote at The AGM, after any queries had been resolved.

20. Annual Return: The Committee shall comply with their obligations under the Charity Act 2022 with regard to the preparation of an annual return and its transmission to the Commissioners.

7. Financial Report

Rorie reported that he was not in full control of the account due to Santander requesting further documentation: signed Minutes which Rorie has now provided.
Rorie explained that Santander Bank were not happy with the minutes not showing fully who was elected and who retiring. Consequently, Jenny will continue to do all the payments until Rorie is authorised by the bank. Rorie can pay in cheques but not cash.

Financial viability – James F asked about the income from the VH solar panels, whether we were actually receiving any income. Rorie was able to report back that the Solar panels are now functional but he was unaware of any Feed in Tariff payments. OVO were proving to be a very difficult energy company to deal with, and despite Jenny retiring from being Treasurer she was kindly working to follow up a back dated payment on our behalf. The Hall has received one cheque for £31.16 but this was the re-issue of a cheque that had been made out incorrectly.

Rorie agreed to monitor the meters going forward to ensure the panels continue to work and will take monthly readings.

Financial Highlights

Kitchen upgrade - Builders paid £3420

Balance at bank £35761.94 and cash £802.05.

8. Hiring Charges Review & Concessions

Sue Sullivan – a complaint was made by Sue Sullivan who runs the Yoga class to DE via a telephone call. She was concerned with the amount of money needed to heat the hall for the class. Meter charges had recently been changed to better reflect the rise in electricity prices. The complaint was recorded.

David L agreed to provide a list to Rorie of all hiring invoices so that correct invoices etc can be produced and cross checked.

Action DL

Short mat Bowls- Paul Comer shared his concerns with the Short mat Bowls Club running at a loss and the increase in electricity meter charges directly contributing to this. It was discussed but

agreed due to the global increase in fuel changes little could be done to alleviate this. Paul was advised to approach the CLT for funding for the upgrade of equipment.

Storage Heaters – Discussion took place on whether temperature of the storage heaters within the village hall could be increased. It was generally agreed that they were there to protect from frost rather than provide background heat, but David E agreed to see if the temperature could be increased slightly.

Action DE

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**

9. Kitchen upgrade

Kitchen upgrade is complete.

Concern was expressed with the position of the sink as the expectation was that two people could wash and dry up standing next to each other at the same time. Whilst the sink has been moved, it hadn't been moved as far to the right as originally thought. David will ask if anything further can be done.

Action DE

The Majong Group, via Christine, expressed their disappointment with the overall kitchen upgrade, stating that not only has the sink not been moved far enough to the right. Sadly, some of their members stated that the overall upgrade was too expensive for what was in the end delivered. DE pointed out this was a decision made by the Trustees, and it was a regretful that this group could not give praise, at least, for the new worktops and décor.

There is an outstanding issue with the strip light, a new lighting fixture is needed as sadly 8 ft tubes are no longer obtainable. David E will speak to Brain Wrixon re installing a new LED light.

Action DE

Dishwasher – Discussion took place on whether a new dishwasher should be bought, how it would help with the washing up and whether we actually needed a commercial dishwasher or Sterilizer. It was pointed out that a Dishwasher was appropriate only for large events and these were not that numerous in the calendar of the Hall However, Julia offered to look into the costs and implications of buying a Sterilizer.

Action JS

10. Maintenance Matters

Settlement cracks - on external elevation near rear fire door by BBQ area. David will ask Boxalls to look at this and confirm what action is required.

Action DE

Electrical PAT testing – is still required to be done. David L offered to contact a chap who has done PAT testing for him in the past. David L to make contact and arrange for the testing to be completed.

Action DL

Gutter leaking – Still needing to be resolved but is in hand. Boxalls providing new clips for the gutter and work to be completed

Action DE

Fascia boards- need to be painted and guttering cleaned. David will get a quote from Boxalls.

Action DE

Security Light – still not working even though a request had been made to Wrixons to come and fix it. David to chase Brian Wrixon.

Action DE

Stain on the ceiling – a stain was noticed in the Committee Room ceiling. It was thought to be old but will be monitored.

11. Fundraising & events

Pub Night – A great night, the band were superb. Managed to make a small profit being £167

Quiz Night – Took place and was extremely successful with 11 teams taking place and a profit being made in excess of **£445.35**.

It was agreed that this should be an annual event and will look to hold another Quiz the same time next year in 2025.

New Year Eve Party – This was discussed and agreed that we would be unlikely to attract the amount of people needed for a late NYE party.

It was agreed however to hold a New Year Party in January. Saturday 25th was agreed as the best date with the evening being a food sharing evening where everyone brings along either a sweet or savory dish, a 'Bring and Share Supper'.

Ticket price would be £5 and would include the cost of some live entertainment.

David to approach Will to get a quote for him to provide the music

Action DE

David to provide a poster

Action DE

Debbie to include in the Toller Times

Action DB

Other fund raising ideas – Everyone agreed that another Pub Night should be held and maybe a BBQ. To be discussed early next year. Mick R agreed to look into another Pub Night. **Action MR.**

12. Licenses – Nothing to report

13. 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.

Trailway – Whilst we don't hold a key, James assured us that the gate can be lifted off its fittings so access is possible!

14. Hearing Loop

Quotes for implementing the cabling received £1975 and £1195.

Further discussion took place and it was questioned whether the Village Hall was a public building. If it isn't there is not a legal requirement to provide a Hearing loop, it was also agreed that more modern hearing aids aren't compatible and these may have superseded the need for a Loop.

A vote was taken as to whether we should move forward with having a Hearing Loop and decided against it. To be left for now.

15. Dorset Live Well – Received more information regarding what is provided.

The NHS Health Checks are the national cardiovascular health check that is meant to be offered to all eligible people between age 40-74. Eligibility depends on being registered with a GP in Dorset and not having a pre-existing cardiovascular condition. We check blood pressure, pulse

rhythm, body mass index, and lifestyle choices surrounding smoking, alcohol intake, and levels of activity. We also do two blood checks for diabetes and cholesterol with immediate (4-7 minutes) results. All of the results will be sent over to the individual's GP record as if they were having the check done by their own GP practice. We review the results in depth with each individual and offer advice on bettering health to prevent cardiovascular conditions from developing.

Jane to seek a little more information about the length of appointments and whether the age limit can be extended.

Action JC

16. Christmas Tree with lights – Jane advised the Committee that she had proposed and had approved funding of £100 from the Parish Council if the CLT matched the funding.

The funding would be for a living Christmas tree with roots (and battery or solar lights) to be planted at the Village Hall so that its lights could be seen from the High Street.

Jane had received quotes for trees and both solar and battery lights.

Rorie stated that he had a tree which we may be able to use. Jane and David to view Rorie's tree to see if it would be big enough, and if not will look to secure an appropriate tree.

Action DE/JCu

Jane would write an email to the CLT to seek funding for up to £100 from the CLT

Action JCu

17. AOB

Electric Charging for EVs – a resident had asked DE if there was any update on the Hall having a charging point for EVs. It was known that this initiative came from Dorset Council. Trustees had given permission for a point to be installed (at a past meeting). DE was to suggest to the resident that s/he contact the local County Council for the latest news on this initiative. **Action DE**

Trupuido - Christine shared that she attends a class which offers gentle exercise/stretching. Christine wanted to know if there was any interest in a class being run in Toller. Any class would start in the New Year. The consensus was 'yes', and it was agreed that a local hall hire rate could be applied should a class start. Christine to feedback.

Flip Chart for Village Hall use – It was agreed that a flip chart could be purchased along with paper and pens. Jenny to purchase.

Action JC

Village Hall Crockery – Jane E shared with the Committee that there were two boxes of crockery down in the store room with Toller Porcorum design printed on it. Jane E and Debbie to go through the boxes and see what we have and then decide on what to do with it. However, the cup & saucer Jane showed had St. Andrew[s Church printed on it so DE wondered if the items were church property?

Action JE/DB/DE

Next meeting is Monday 13th January at 7.00pm

AGM 14th April

Meeting closed 9.05