

Toller Porcorum Village Hall
Minutes of Trustees' Meeting Monday 25th March 2024

1. Present

David Ennals (Chair), Jenny Johnson (Treasurer), Jenny Crumpton, Charlotte Woodford, Judy Miller, Jane Ennals, Debbie Billen Thelma Billen, Julia Stantiford, James Feaver, Mick Rawling, Patrick Woodford & Jane Curry.

2. Apologies & Absences

Apologies for absence were received from Christine Burt & resignation received from Pete Hammonds.

3. Minutes of Last Meeting

These were agreed and signed as a true record.

4. Matters Arising

- The drain outside Martin Wilson's house - see agenda item
- New grit bin & sandbag store now in situ at front of hall
- Departure checklist now on front door and on website
- Electrical Fire safety check completed by Leo Davies
- Constitution update – ongoing in stages
- Kitchen revamp which has been delayed due to the carpenter's illness is now due to commence in May but, in the meantime Steve Bull (contractor) has had to register for VAT so the original quote which still stands will be liable for 20% increase for VAT. Agreed to still go ahead.
- The kitchen shutter has now been replaced with fireproof doors by Harry Turner.
- Baby changing unit installed which has meant the mirror in the disabled toilet has had to be relocated. James to update the website with info.
- Interactive Screen in main hall on hold given that the projector is not fully utilised
- Key safe replacement - the one we had purchased is unsuitable as it comes apart & is difficult to put back together. Judy has ordered a better one which David now has and he will fit it. **Action DE**
- Fundraising & events – see agenda item
- Allotments & paddocks – see agenda item
- Table Tennis Table – repaired thanks to Harry Turner

5. Constitution

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

Constitution continued from 9. Additional Representative Members

9. Additional Representative Members: The Committee will have power by a resolution passed at the next scheduled meeting by the votes of not less than two thirds of the Members to allow the appointment of up to two additional Representative Members by any organisation that has intent to use or support the use of the hall on a regular basis (not already named in the Scheme).

10. Alteration to constitution of Committee: The Constitution of the Committee as hereinbefore provided may on the application of the Committee be altered from time to time by Order of the Commissioners.

11. Vacancies:

(1) Should a co-opted member resign (who is not a Representative Member) then this should be minuted at the next meeting with a view to filling the vacancy if the Committee views this as important. But in the case of a Representative Member resigning, the Secretary should contact the organisation with a view to filling the vacancy at the earliest opportunity.

(2) A vacancy in the office of an Elected Member (Chair or Treasurer) must be filled as soon as possible and ratified at the next Committee meeting, with the appointment taking effect from that meeting.

6. Financial Report Toller Porcorum Village Hall Accounts

01/01/2024 through 29/02/2024

Cash Assets	£
Cash Box	409.02
Bank	35,535.75
Total	35,944.77

Income and spending

	Total £
Income Categories	
Hall hire	284.00
Total Income Categories	284.00

Expense Categories

Water & Sewer	127.49
Gardening	147.00
Electricity Bill	176.58
Maintenance	982.34
Total Expense Categories	1,433.41

Income/Loss **-1,149.41**

7. Hire Concessions

General discussion on hall hire fees and concessions. All events need to be paid for. There is a reduced rate agreed for village residents but there is a query over hire that is offered for free. To be deferred until next meeting once further information and historical minutes are referred to. We need to bear in mind the hall is currently operating at a loss and we cannot keep relying on reserves.

8. Improvements to Hall - Kitchen Costings

Steve Bull and his carpenter will start the work in May but whilst the original quote still stands it is now subject to VAT as Steve has since had to register which means a 20% increase in total cost. All agreed to continue as it is unlikely we would get such a competitive price given this has been on hold for so long.

9. Maintenance Matters

Drain at edge of carpark outside Martin Wilson's house – DCC have accepted responsibility for this and are investigating.

Electrical Fire Safety & Electrical Checks – A professional check of alarm & emergency lighting completed by Leo Davies in February. This needs to be completed annually by a company but in between the Trustees need to do this monthly and record it in a logbook. **Action JCu**

General Electrical Check – Leo confirmed the next one is not due until 26th Jan 2025. **Action JCu**

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

Agreed to make a purchase of new glasses (beer & wine) for the kitchen to ensure a regularity of size – especially when we are selling alcohol by the glass at events. **Action JE**

10. Fundraising & events

70s Disco Night – unfortunately this did not go ahead due to limited support. General feedback was cost, bad weather, time of year and unknown charity but also general apathy. It is hoped to reschedule for early summer but need to liaise with Hooke Court.

Van Rouge – general view is to have another date in the diary for the band with bar and mobile caterer. Ideally July. Mick to speak to Pete Hammonds to see what could be done and begin early stages of planning before drafting in additional help. **Action MR**

Quiz Night – need to make sure we don't clash with the regular quizzes run by The Spyway and The Kingcombe Centre. Aim for Oct/Nov date with a pub night. **Action DE**

Village Show – 10th August. Schedules ready for printing and judges booked. **Action MR**

Licences - most renewed & in place apart from music licence renewal which is due in June 2024 James Feaver gets the reminder. **Action JF**

11. Allotments, Paddocks & Old Trailway

Purchase request of the north paddock – It transpires the lease from Dorset Council to the Village Hall is for 99 years and DC cannot sell any of the land within the term of the lease. This has been pointed out to the Council's Surveyor who hadn't read the lease. The Trustees agreed no further action needed with regard to this.

Patrick has updated all the allotment agreements to take into account the new rules for the plots. These agreements have been from January 1st 2024. A copy will be sent to David. **Action PW**

12. AOB

PC Annual Parish Assembly April 19th 6.45 for 7pm start. Guest speaker will be Clare Jennings – DCC Community Resilience Liaison Officer. There will also be an opportunity to meet and hear from village candidates standing for the Parish Council Elections in May.

Next meeting is Monday 1st July 2024 at 7.00pm

Meeting closed 8.46pm