CARYFORD COMMUNITY HALL ASSOCIATION

Minutes of Committee Meeting Thursday 14th June 2018

2018.0060 Apologies – Rosemary Rymer

Present: Liz Middleton, Lee Mosley, Tom Burr, Annette Bedford, Judith Cole, Oliver Morison, Marilyn Simcox, Teresa Cox, Elizabeth Grey, Alan Gibbons, Helen Leary, Roger Middleton

2018.0061 Minutes of the meeting held on 10th May and Matters Arising

The minutes were approved.

Our town council represenative will be Justin Birch. We had asked if Hedge Tallulah Hornbeam could also be considered and Judi will ask.
Karla is happy to suggest fundraising events but does not want to be on the committee.
We thanked Roger for sorting out the WiFi controls and Alan reported that there is now no internet access between after 10pm and 7am..
Tom has fitted a new padlock on the gate and Alan has reinstated the assembly point sign, using the old board.
Liz had met with Teresa and Helen to discuss the induction of new committee members.It had been decided to ponit people to the members page on the website and hand over trustee documents gradually.
Oliver is replacing two light bulbs in the foyer and making labels for the socket on the wall outside the main store.
Alan is producing a plan for the layout of the tables for the Craft Fair.

2018.0062 Treasurer's Report

Roger reported that the Management Accounts had been circulated to committee members.
There was concern that the mini-tennis payments are still outstanding but we agreed to give a little more time.
` The draft report for the Annual Accounts has been sent to Laura Tilling for checking and will be ready for the AGM. We voted to accept the four tables that comprise the cornerstone of the Annual Accounts (proposed Lee, seconded Alan). There is an error in note 4,
which will be corrected (correct version in Treasurer's written report, circulated retrospectively).
We have made a surplus rather than the projected deficit, due to receiving more grants and donations.
We are therefore in a good position for the new financial year, although hiring income is significantly below Budget.
Roger is making progress with Barclays bank; Liz is now removed as a signatory and Alan added but we Have yet to finalise the arrangements for BACS payments.

2018.0063 Extension Project

Liz reported that we will be accepting the tender from Reeves at £431,000 as recommended by Orme Architecture. This was the cheapest of the three tenders received. Reeves have a good reputation and have worked on other village halls. Adding a 10% contingency sum and VAT takes the total cost to £560,300.

Liz will be focusing on grant applications, with the Big Money Group, for the foreseeable future with the Garfield Weston application due in on 30th June, followed by Viridor in July. If we get through the initial sifting of applications by Garfield Weston the will visit the Hall in July/August. The final result on both applications will not be known until the autumn. Liz will be delegating some of her regular tasks to other committee members. Helen has agreed to take on the inventory and Elizabeth will be responsible for organising PAT testing, fire extinguishers checks etc. John Anderson has agreed to update the red file for hall users.

Building work, depending on funding, is expected to take one year, during which there will be 16 weeks when the kitchen and BCR cannot be used. Possible alternatives include a portakabin in the car park or booking the pavilion on the DP Memorial Field. Roger to look into frequency of bookings for BCR when the hall is also in use.
We will be taking advice from the Community Council re the contract with Reeves and also talking to our insurers on insurance requirements.
Decisions need to be made on the choice of materials and colours, especially for the exterior. The current artist's impressions look too dark, and further samples will be requested from Orme, for display to the public at events such as Moviola. Alan will produce pictures which match the samples better.

2018.064 Bookings for June and July

Marilyn will open and close on June 22nd.
Liz will chase the payment from Albion Running.
The Short Mat Bowls Club have decided not to meet during August.
There should be no problems with bookings including alcohol, but we noted that two hirers planned to obtain their own licence to save money. The cost of the alcohol licence will be part of the hire charges review.

2018.065 Comments from hall users

Tiddlywinks have noticed that their equipment has been borrowed for childrens' parties and not put back properly. Also that people using the trampoline are not putting the two mats underneath with the result that the floor is being damaged. They always put the mats down first. Alan will check the reported missing hook on the fire door.

2018.066 Health and Safety

No accidents were reported.

2018.067 GDPR

Liz has received lists from committee members on information held. Rosemary has emailed our Hall users and is collating their replies. Alan will display the privacy statement on the website and Liz will put one on the hall notice board. Liz reminded us that paper files should be destroyed by shredding or burning, not by recycling.

Roger will look at the archives and decide how long they should be kept.

2018.068 Website and Publicity

Alan reported that the lead page on the website now includes the What's On information and links to a Noticeboard.
Various topics such as Cinema in Cary, Music, U3A, Extension Project now have separate pages. He reminded us to let him know all booking information so he can post details.
The Hallmark review date needs changing to July 2018 on the website, and Facebook needs updating.

2018.069 Maintenance

a) Issues from maintenance book

The light sensor outside BCR needs fixing – Tom to ring Jeremy and also ask him to fit carbon monoxide alarm and report on possible thermostat for main hall.
Tom will look at flickering light in ladies toilet.

b) Checker for June

Helen volunteered.

c) Weeding etc outside

Sessions booked for Tuesday and Wednesday 3rd and 4th July, from 10am

2018.70 Fund Raising

a) Reggae Festival

Tom will deliver letters to residents of Yeabsleys Way, offering tickets as compensation.

Roger will liaise with Ray and Mat Runacre on bar stocks (sale or return important here). The local Co-op may be able to help with extra supplies and helpers on the bar. Bar rota has 11 volunteers so far and Nicky Creed is asking Rotary Club for help. Liz to ask Graham.

b) Hot Air Balloon tickets

These have been donated (value approximately £250) for the Auction of Promises and will be presented to us in Bath on June 21st.
Helen and Ray may be able to collect them on our behalf otherwise they will be posted.

c) New people, fresh ideas etc.

Helen has invited our Friends to tea on 4th July to ask them for help and ideas. She is sending them a monthly newsletter.
We have three possible bookings for the Take Art event.
Liz has updated our Gift Aid form for one-off donations and Roger will do the same for regular donations.
Tom reported that Phil Unwin will lecture on SS Great Britain restoration on Saturday 2nd March 2019 and he is still hopeful for the Brass Quintet.

2018.071 Any Other Business

We agreed to continue as a Civil Contingencies Rest Unit. Most of the committee were happy for their contact numbers to be given.

Coffee mornings are booked for 22nd September, 16th March 2019 and 10th August 2019. Roger will investigate claiming back gift aid from coffee mornings.

We noted sewer repairs are booked for Maggs Lane from October 22nd (half term) but decided bookings should not be cancelled as access to the hall is usually maintained.

Date of next meetings – AGM July 12th and <u>August 9th</u> – no meeting in September