

COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

**As no Committee Meeting was held in February 2018
the points below were emailed to all
Committee Members.**

SECRETARY'S REPORT

The report of the Data Protection Course at Market Lavington Village Hall on 6th February is the first attachment with this message.

I have awarded the grass cutting contract for this year to Idverde at a cost of £456, similar to last year's cost.

Please remember to encourage as many of your members as possible to attend the Village Hall AGM and Parish Council APM which is on 22nd May starting at 7:30pm.

Correspondence: The second attachment is from the UK Parliament, please let me know if you think we should become involved in any of the events mentioned.

FINANCIAL REPORT AT 23rd February 2018

Gas Bill 16th January to 12th February 2018, £129

Paid from Cinema Sponsorship:

£50 for 2 replacement banners

The February 13th Cinema Night made a profit of £217. The Moviola Service Charge £48 & Postage £5 and the Parish Magazine Back Page Advertisement £20 were paid from sponsorship so profit without sponsorship would have been £144.

Received £100 Cinegi Sponsorship for March 2nd.

Total Funds at present £17,294

This comprises of:-

Allocated Hall Funds £1,273

(£1010, 200+ Club Prizes for 2017/18, £137 Cinema Sponsorship & £126 Cinegi Sponsorship)

Reserves: £6,000

General Funds £10,021

MAINTENANCE

I have purchased everything required to stop the wheelie bin from falling over, I hope, once the weather improves I will install it.

I have contacted Kevin Jones for a quote for the replacement of the 16 fluorescent tubes and starters and smoke detector battery replacements.

I have spoken with Bernie Baker and he is available, as soon as the weather improves, to clear out the guttering and apply new anti-climb paint on the side of all flat roofs of the Village Hall.

I have contacted Paul Honeybun as the filter tap in the kitchen is leaking; therefore I turned it off under the sink. He will try and fix it for us, if not a whole new tap and fitment will need to be purchased.

I have re-hung the bracket which the large aluminum ladder hangs on in Committee Room 2; let's see how long that lasts!

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I have taken no action regarding the painting of the railings around the grounds of the Village Hall until I hear from Jacqui Bradburn as to whether the Martins Croft Play Area Group will be removing the railings this year to help them in the refurbishment of the play area.

The heater nearest the Foyer in the Main Hall broke, I contacted Bob Atter and James Atter repaired said heater, needless to say I have not heard what was wrong with it.

We have had another issue with the tea urn, this time during a 65th Birthday Party. I have contacted Kevin Jones who has told me the element in the Tea Urn was failing and suggested we purchase a new urn. I have discussed this with Natalie and Sharon at the Café and they suggested a smaller urn as the existing one is so cumbersome, a fact I agreed with. I have taken on board their suggestion of an urn exactly as they use in the Café, which has been purchased and is now at the Hall, I will dispose of the old urn at the household recycling centre.

BOOKING SECRETARY'S REPORT

Permission to sell alcohol has been given to:

Robert Bicknell for a Fundraiser 9th June

CMT have altered the dates of their autumn show so they will not be selling alcohol 22nd to 24th November. Permission has been given for them to sell alcohol on

29th & 30th November and 1st December

Avalon is now saying the booking system will not update until May!

When the booking system eventually changes the Booking Management Policy will need to be altered.

FUNDRAISING – Cinegi Report

We have Cinegi Player issues again; in fact the player now does not run at all! I contacted Cinegi support and they told me the problem is actually with Microsoft. When Microsoft released its latest patches for windows 10 one of the patches adversely affected the Cinegi player. Other non Microsoft players were also adversely affected so all of the businesses contacted Microsoft for a fix. No fix forthcoming from Microsoft as yet so Cinegi has shipped me a PC which will run the Cinegi player which is also loaded with a copy of 'The Audience' I have tested the PC on the equipment at the Village Hall on Saturday 24th February during the afternoon and once the player started the whole screening played all the way through without a hitch. What a brilliant play, tell everyone you know to come along on Friday 2nd March, I certainly understand why Helen Mirren won awards!

On 15th February the following email was sent to all Committee Members

Sheila Nicholas had received a request from a hirer regarding a discount on a Fund Raising event being arranged in the Village Hall.

An email was sent to all Committee Members explaining Sheila's suggestion of giving a 10% discount to **ALL** future fund raising events. Sheila explained that it had to be everyone or no one as it would be impossible for the Booking Secretary to decide which fund raising event should receive the discount if any rules applied.

The following voting was received back; there are 11 Committee members, 10 responded, 7 were for the 10% reduction and 3 were against. Therefore from 1st April 2018 the Village Hall will offer a 10% discount, on top of the already given free use of the Hall's alcohol licence and insurance.

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**As no Committee Meeting was held in March 2018
the points below were emailed to all
Committee Members**

SECRETARY'S REPORT

All invitations to the AGM on 22nd May have been sent, I have even received replies stating people are coming! Please remember to encourage as many of your members as possible to attend. For all those Committee Members who have not yet replied as to whether you are willing to serve on the Committee for another year please let me know.

I have reviewed all of the existing Village Hall policies for the Data Protection change in May and there is only one policy which requires amendment that is the Secretary Management Policy which will be changed alongside the creation of the new Data Protection Policy for the Village Hall.

I have been informed that Captain Sophie Morris has moved on so we have no Camp Liaison Officer on the Committee; I suggest we use the Hive Information Support Officer – Mrs Amy Tuck as Camp Liaison Officer, when required – not as a Committee Member. I have obtained her contact details from the Parish Council.

Correspondence: We have received an email from Bob Atter who has told us that after 46 years of work he will be retiring on 31st March 2018. James Atter is carrying on and Bob has given me all the relevant contact details. I did reply to this message and wished Bob well on his retirement

FINANCIAL REPORT AT 24th March 2018

Paid from Cinema Sponsorship:
£52 for 2000 Tickets
£32 for Ink Cartridges & Cable Ties for Banner

The March 13th Cinema Night made a profit of £143. The Moviola Service Charge £48 & Postage £5 and the Parish Magazine Back Page Advertisement £19 were paid from sponsorship so profit without sponsorship would have been £71.

Received £68 Cinegi Sponsorship (= £194 in hand before expenditure below)

Paid from Cinegi Sponsorship:
£150 for 4 Banners plus design
£25 for Poster Template
£9 for Cinegi Fee (The Audience)
£10 for VAT on Minimum Screening Fee (The Audience)

Total Funds at present £17,382

This comprises of:-

Allocated Hall Funds £810
(200+ Club Prizes for 2017/18)

£2,000 from general funds to reserves (Cinema Profit for year)

Reserves: £8,000

General Funds £8,572

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MAINTENANCE

None.

BOOKING SECRETARY'S REPORT

None.

FUNDRAISING – Cinema Report

The next season of films is as follows: May 8th – Finding You Feet; June 12th – Darkest Hour; July 10th The Post; all to be confirmed with Moviola of course.

Cinegi Report

You are probably all aware that due to the weather we cancelled the Cinegi screening of 'The Audience' on 2nd March. I have spoken with Cinegi and they have agreed we can try screening again on 27th April at no extra cost. Let's hope by then they will have fixed their player issue.

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Minutes of the Committee Meeting held on Tuesday, 24th April 2018 in the Denys Sargent Room.

Present : Jacqui Bradburn, Jackie Bicknell, Kathleen Hall (Chairman), Erica Laws (Vice Chairman), Anne Nicholas (Secretary), Sheila Nicholas (Treasurer), Daphne Reason and Mark Solomon.

	<u>Actions</u>
<p>1. <u>APOLOGIES FOR ABSENCE</u> Ann Atkinson and Kay Hall.</p>	
<p>2. <u>APPROVAL OF MINUTES</u> The minutes of the Full Committee Meeting of 30th January were approved and signed as correct.</p>	
<p>3. <u>MATTERS ARISING</u> None.</p>	
<p>4. <u>SECRETARY'S REPORT</u> Anne Nicholas stated that she had emailed everyone the amended Secretarial Management Policy and the new Data Protection Policy for the Village Hall before the meeting. Two spelling mistakes were identified and after a brief discussion it was agreed to accept both policies. Anne explained that both the 200+ Club renewal letter and membership form will require amendment and asked Kathleen to email her a copy of the renewal letter.</p> <p>The Neighbourhood Plan Chairman has asked if they can perform the £100 prize draw at the Cinema evening on 10th July. It is only one prize, Anne thought there would be no issues with this but said she would ask the Committee's permission to allow this, everyone agreed this could take place before the 200+ Club Draw in July.</p> <p>Anne reported that there is a tree branch down and logs behind the Scout HQ, and someone has tried to burn something. Jackie Bicknell confirmed the logs were to do with the Scouts but knew nothing about the burning, Jackie will investigate. Anne confirmed she would arrange for the disposal of the tree branch.</p> <p>Anne then explained her recommendation regarding the replacement of the Main Hall floor. Anne has been investigating the cost of under floor heating powered by a Ground Source Heat Pump. This means there would be grants available to cover the cost. A discussion then took place regarding this suggestion and everything Anne planned to include in the project. As no one had any objections to this suggestion Anne will proceed with finalising costs with suppliers and report back to the Committee with the final figure.</p> <p>Correspondence: None</p>	<p>Kath Hall</p> <p>AN</p> <p>JBick/ AN</p> <p>AN</p>
<p>5. <u>TREASURER'S REPORT</u> Gas Bill 13th February to 15th March, £127 Electric Bill 30th December to 31st March, £166</p> <p>Paid from Cinema/Cinegi Sponsorship: £53 for Back Page of May Parish Magazine Advertisement</p> <p>Received F.I.T. Payment for 1st January to 31st March, £264 Received £1,000 Cinema/Cinegi Sponsorship from Turbo-Jection</p>	

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The April 10th Cinema Night made a profit of £156. The Moviola Service Charge £48 & Postage £5 and the Parish Magazine Back Page Advertisement £13 were paid from sponsorship so profit without sponsorship would have been £90.

Total Funds at present £18,644

This comprises of:-

Allocated Hall Funds £1,704

(200+ Club Prizes for 2017/18 £810 and Cinema/Cinegi Sponsorship £894)

Reserves: £8,000

General Funds £8,940

From 1st April 2018 Opus Energy has increased our gas contract rate regarding the non-energy costs (the part that can be increased under contract!) It is a 3.55% increase; our rate per unit has increased from 0.0394 to 0.0408. The largest monthly bill received this past winter would have been £4 more on this rate.

Due to Sheila's computer hard disk failure a new Sage Accounts package needed to be purchased. Sheila's new computer is Windows 10 and the Sage Version in use would not run on Windows 10. Sheila was able to purchase a new version on ebay for £88!

6. MAINTENANCE

Anne reported that Paul Honeybun has fixed the leak under the hand wash sink in the kitchen and also stopped the filter tap whirling around.

Anne stated she had discussed the painting of the railings around the grounds of the Village Hall with Jacqui Bradburn and Mary Mellett. Mary has informed Anne that the Martins Croft Play Area Group will be removing one section of the railings during mid June to mid July for the installation of a new trampoline. Anne agreed with Mary that Anne will not organise repainting the railings until after this installation has taken place.

AN

Anne has contacted Bernie Baker who will, clear out the guttering and apply the anti climb paint to all sides of the flat roofs of the Hall sometime next week, weather permitting.

AN

At the March Corsham Area Board Meeting Anne discussed a Fire Officer Report with the representative from the Fire Brigade. This was one of the actions from the building survey report. The Fire Brigade rep had no idea what Anne was talking about so took Anne's details stating someone would contact her. Well they did stating that they no longer performed any inspections of any kind. So Anne searched on the internet where she discovered a Fire Door Inspection Scheme (fdis.co.uk), which has inspectors who will perform fire door audits and Fire Risk Assessments. Anne contacted Stephen Yates who is the nearest inspector to us who first quoted £300 plus VAT and after discussing this cost has agreed to carry out an audit on all our fire doors for £125 plus VAT. He will of course provide a written report; after a discussion it was agreed to accept Stephen's quote.

AN

Now the weather is better Anne will ask Steve Cornick for a quote to inspect the roof at the front of the Village Hall where the pitch roof meets the flat roof, (above the toilet corridor) which was another action on the survey report.

AN

Sheila reported that PAT testing would take place in May and would inform everyone of the date.

ALL

7. BOOKING SECRETARY REPORT

Permission to sell alcohol has been given to:

Philip Smart for a Birthday Party 19th May

Steve Thompson for a Fundraiser 14th July

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8. AGM

A copy of the Annual Report was distributed to everyone before this meeting; Sheila Nicholas asked if there were any questions. As no one had any questions this Annual Report was unanimously accepted by all present; Kathleen signed the report.

SN

Sheila Nicholas explained about the proposed increase to hiring charges, emailed to everyone prior to this meeting. Sheila stated that these changes would not come in force until April 2019 and explained that by then we would not have had a price increase for three years. After a discussion it was unanimously agreed to present this increase to the AGM.

SN

The AGM Agenda was agreed and the running order of the evening decided upon. Anne stated both Sheila and Anne would be at the Hall for setup from 6:30pm and volunteers were asked for to cover set-up, clear-up and refreshments.

ALL

9. FUNDRAISING

200+ CLUB REPORT

None.

200+ Club February Winners

1st prize 230 Miss D Reason

2nd prize 19 Mr I Burgess

3rd Prize 2 Miss D Reason

200+ Club March Winners

1st prize 197 Mr P Wilson

2nd prize 51 Mrs D Middleton

3rd Prize 12 Mr D Thompson

200+ Draw April Winners

1st prize 209 Mrs C Saunders

2nd prize 121 Mrs C Harrison

3rd Prize 44 Mr G Dannsl

COLERNE CINEMA REPORT

None.

CINEGI REPORT

Needless to say Cinegi has not received a fix from Microsoft regarding the Cinegi Player issue so Anne will have to screen on Friday evening using their laptop. Hopefully the laptop will arrive on Wednesday or Thursday this week!!

AN

9. AOB and DATE OF NEXT MEETING

None.

The meeting closed at 8:35pm.

The Next Committee Meeting is on Tuesday 31st July starting at 7:30pm in the Denys Sargent Room.