

COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

**As no Committee Meeting was held in November 2017
the points below were emailed to all
Committee Members.**

SECRETARY'S REPORT – November 2017

Don't forget we are putting up the Christmas trees on 30th November 2pm. All help gratefully received. We will be taking them down on Friday 29th December at 2pm.

We need to make a decision regarding organising extra Cinegi Screenings. I take Jacqui Bradburn's point that we cannot gauge interest on just a ballet offering alone so I would like to suggest the following: - we organise another three events, one from the National Theatre, an Opera and a Shakespeare performance. I recommend that we keep them away from a Tuesday evenings, which is the Cinema, and organise them on another evening. I suggested a Friday evening so Sheila has contacted CMT and asked if they would relinquish the following Friday evening rehearsal slots, 2nd March and 1st June 2018, to which they have kindly agreed. We have kept to the first Friday evening of the month for these two dates but if we organise one in September we are too near the Cinema evening so we did not ask for that date from CMT. I need your thoughts please on the above suggestions and whether we organise a Cinegi screening in September and if so when.

Correspondence: None.

FINANCIAL REPORT at 24th November 2017

Gas Bill 16th October to 14th November 2017 £60

PRS & PPL Licence 2017/2018 £457

Received from Thickwood Logs £100 for Cinegi Sponsorship

Scouts rent paid for 2017 £34

The November 14th Cinema Night made a profit of £278. 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 £212.

Total Funds at present £17,766

This comprises of:-

Allocated Hall Funds £1773

(£1160, 200+ Club Prizes for 2017/18, £513 Cinema Sponsorship & £100 Cinegi Sponsorship)

Reserves: £6,000

General Funds £9993

The contract with Plusnet (for broadband & line rental) has been renewed from 23rd November for a further 2years. The new price will be £18 per month (previously £28.20per month)

MAINTENANCE Kathleen Hall reported that the outside light on the corner of the Village Hall which lights the path from the Car Park into the Foyer was not lighting all the pathway, in fact the light was pointing out in the Street. I have re-angled this light so now it lights the pathway under the tree not the street.

At the last Cinema evening I noticed that the toilets in the Ladies were not flushing correctly as the cisterns were filling with water so slowly. I have put a Jeyes Fluid 5 in 1 tablet which attacks lime scale as well as other things in all of the toilets at the front of the Hall. Hopefully this will solve the issue but I will monitor the situation to make sure the toilets flush properly.

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Jacqui Bradburn reported that one of the light switches in the Denys Sargent Room was broken so I called Kevin Jones to fit a replacement.

The Village Hall Cleaners contacted me on 23rd November to tell me the small drinking tap in the kitchen had broken off and the hinge on one of the kitchen unit doors was broken. I tried contacting Bob Atter & Martin Bayfield but both were unavailable. I then tried an emergency plumber in Corsham, they booked an appointment on Thursday (23rd) and then Friday (24th) with one of their engineers who never turned up on either day. I cancelled that plumbing firm and agreed with Martin Bayfield that he would fix the issues on Wednesday evening 6pm, as a favour, as he is actually tied up all week in Bath but would call in on Wednesday evening on his way home to repair both issues. What a fiasco everyone.

Jacqui Bradburn contacted me on Saturday 25th November stating the boiler in the Denys Sargent Room was making a very funny noise. I will ask Martin to have a look at the boiler as well.

I have received the roof survey report for both the Village Hall and Scout HQ but the building survey report is still outstanding.

I am still waiting on the quote for the wheelie bin cover from Geoff Bicknell.

I am still waiting on an installation date from Alan Joy for the other large window which has failed in the Main Hall.

We have had two issues with the motorized screen in the Main Hall during CMT's rehearsals for the Pantomime. The remote control was not controlling the screen correctly and when the screen was retracting it kept stopping every foot. I managed to fix the remote control issue and it is now working again using the correct buttons but now the screen stops every foot when rolling down. I contacted Nick Yeates (Enlightened Lighting Ltd) and he suggested a fix which Simon Youdan and I tried on 22nd November but that did not work. Nick also warned me that these screens are not repairable and recommended that we purchase a new one so I have spoken with Kathleen and Sheila who both agreed this should be done. Nick suggested I looked on the internet and let him know what I could find and then he would suggest an equivalent priced one from Enlightened. I found our screen on Ebay for £399.95 with free delivery, no fitting of course. Nick has given me a price of £700 for the equivalent screen from Enlightened! Needless to say I purchased the screen from Ebay. I then asked Nick for a cost to install the new screen and remove/dispose the old screen, he quoted £100 and confirmed he was available to install the screen anytime w/c 27th November 2017. Needless to say I booked him and have organised the screen delivery for Monday 27th November. The screen can be delivered from 9am until 6pm on Monday, so having spoken with Erica Laws I will cover the 9am until 9:30am slot where Erica will take over as Luncheon Club are in all morning, then I will cover the afternoon slot from 2pm until 6pm.

BOOKING SECRETARY'S REPORT 24th November 2017

Permission to sell alcohol has been given to:

Scouts for their Beetle Drive and Cake Auction on 5th December

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**As no Committee Meeting was held in December 2017
the points below were emailed to all
Committee Members**

SECRETARY'S REPORT – December 2017

Don't forget we will be taking down the Christmas Trees on Friday 29th December at 2pm.

Only one person actually replied to me regarding the Cinegi Screening proposal last month, which you all would have seen. As most of you are aware I ran the Cinegi Player on Friday 1st December and all went well. I will now explain the issues I had with this player before the 1st December. I loaded down the Cinegi Player from the web as previously reported and also the whole of the Ballet. I then contacted Cinegi asking if there was an interval pre programmed into this screening. Cinegi informed me that there was not and that they recommended that the player was tested on the equipment before the 1st. So Sheila and I went to the Village Hall where I tested the screening and found the relevant interval, all went well. I then received an email from Cinegi, one week before the screening on 1st, stating that I must screen the whole ballet on the equipment as they could not guarantee the screening would work. So again I went to the Village Hall, actually on Tuesday 28th November and sat through the whole ballet to watch for any errors, none occurred. I then received another email from Cinegi a couple of days later stating that any PC used with this player should have no further windows updates applied to it. Now that is all well and good for Windows 10 Professional, but windows 10 Home Edition which is loaded on the laptop is pre set for this, you cannot turn off the updates. So I turned off all Village Hall WiFi connections and returned to the Village Hall and ran the Ballet again, all went well. Now when I said all went well the player normally crashes the first time you run it, you just close the player and run it again, so there is the first issue with it, although when it starts it plays really well it is just starting it that is the problem. This is why I only want to screen once a quarter, I do not want anyone else to go through the nightmare that I have had with the player until Cinegi provide a fix which doesn't look like any time soon.

I also have another issue with the equipment, to use this player you need to be on stage, you can't control it from the Hall. I could not see the screen on the 1st December to stop the player for the interval. Luckily the player has a timer function on it which I used and stopped it when it reached the correct time. I have contacted Nick Yeates from Enlightened Lighting Ltd to ask if there is any way the equipment can be changed to allow control back into the Main Hall. Nick has suggested a fix using a mobile phone, as my phone is rubbish I suggested a tablet. I need to load down GRemote Pro from the internet and configure it on my tablet and the Village Hall PC. This will enable me to control the PC, which will be on stage from my tablet which will be at the back of the Hall with me. That is the theory whether it will work is another matter altogether but at least if it does work I won't have to keep going on stage to start or pause the Cinegi player.

I need you to let me know if you agree with my suggestion to hold a Cinegi Screening once every quarter, if I do not hear from you then I will assume that you do agree with this suggestion.

Correspondence: None.

FINANCIAL REPORT AT 18th December 2017

Gas Bill 14th November to 15th December 2017 £117

Replacement Electronic Projection Screen £400 plus £120 fitting (Enlightened Lighting Ltd)

Chubb Annual Service - Fire Extinguishers £245

(includes replacement fire extinguisher for DS Room £93)

Paid from Cinegi Sponsorship: £38 Ink Cartridges (for Printing & Photocopying)

The 1st December Cinegi Screening made a profit of £245. The Cinegi Fee £9, Advert in CMT pantomime programme £5 and 20% VAT on the Screening Fee* £22 were paid from sponsorship so profit without sponsorship would have been £209. (*Screening Fee was £108 + VAT)

Paid from Cinema Sponsorship £53 for back page advertisement January Parish Magazine & £5 for advert in CMT pantomime programme.

The December 12th Cinema Night made a profit of £151. 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 £85.

Total Funds at present £18,024

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This comprises of:-

Allocated Hall Funds £1,538

(£1110, 200+ Club Prizes for 2017/18, £402 Cinema Sponsorship & £26 Cinegi Sponsorship)

Reserves: £6,000

General Funds £10,486

PB Cleaning Services has advised that with effect from 1st January 2018 VAT will apply on their invoices. This will result in a 20% increase in the amount we pay; £12.50 per hour plus 20% VAT (£2.50) = £15 per hour. The monthly bill will increase to £391.50 per month from £326.25 per month. At present we are able to afford this increase.

Marshfield Farm has advised the prices of their ice creams will increase from January 1st. The last two increases were 2p per tub each time and the Cinema profit absorbed the cost. The January increase is 8p per tub so for the first time since May 2014 the cost of the tub will increase at the cinema from £1.50 to £1.60 each with effect from January.

MAINTENANCE

On Wednesday 29th November Martin Bayfield replaced the small drinking tap in the kitchen.

On Friday 1st December Bernie Baker supplied a temporary fix for the kitchen cupboard where the door had dropped off. As this is a corner cupboard the hinges are very specialised so Bernie has taken the old broken hinges away to source replacements. Once these are delivered the kitchen door will be refitted.

I have received the building survey report for both the Village Hall and Scout HQ. I have contacted Steve Cornick asking him to explain some items mentioned on the building survey report for the Village Hall as I do not understand them. I have obviously passed on the Scout HQ building survey report to Jackie Bicknell. I have attached the Village Hall building survey report to this email. It contains no photographs as there were so many Steve did not send me any so I have asked him for all of them. I have also attached the roof survey report to this email. I can't attached the three videos to this mail as the files are so large, so I have swapped the January Committee Meeting into the Village Hall where I can play the videos through for everyone to watch.

I have received the quote for the wheelie bin solution from Geoff Bicknell for £90. I have attached the quote and design to this email. Both brackets are high enough to cover both wheels of the wheelie bin. Now my only reservation with this design is whether when the wheelie bin is empty if it can't blow over it will damage the wheels of the wheelie bin itself, making it impossible to move if it is full. What are all of your thoughts on this design and any other issues you can think of? If I do not hear from you I will assume you agree with this solution and quote and arrange for Geoff to install the brackets.

I am still waiting on an installation date from Alan Joy for the other large window which has failed in the Main Hall.

The replacement motorised screen was delivered on Tuesday 28th November around 9:30am. Also on Tuesday during the afternoon Nick Yeats (Enlightened Lighting Ltd) removed the old screen and installed the new one. He disposed of the old screen as agreed. As this screen is the same as the old one no instructions or retraining of volunteers is required as the controls are actually the same.

On Sunday 10th December I discovered that the toilet in the Gents had become blocked. I managed to unblock the toilet but the cistern was taking ages to fill after flushing. I checked the other toilets and they are not as bad as the one in the Gents. I contacted Erica Laws to warn her about the toilet in the Gents and Erica kindly put an out of order notice on the Gents door for me. On Monday 11th December as it was the Luncheon Club Christmas Meal. On Tuesday 12th December, during the Cinema setup I locked the cubicle door itself in the Gents toilet and moved the out of order notice to that door. I warned the cleaners I had done this and asked them after they had cleaned the toilet to re-lock the door. I have contacted Paul Honeybun who will try and come to the Hall w/c 18th December to fix the toilet and also check over all the others. I also think that the kick heaters in the kitchen are not working at all now so Paul will have a look at those as well.

On Monday 11th December around 10pm Wendy Plank contacted Sheila stating that Whist Drive could not return the key to the Main Hall to the key box as the box would not open. Peter Plank returned the key to Sheila on Tuesday morning and I returned it

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to the key box with no problems. During CMT's Pantomime run this year Jacqui Bradburn had issues with the Denys Sargent Room key box not opening. I contacted Alert Systems who came to the Hall on Wednesday 13th December at 9:30am to try and fix the issue. Unfortunately the Main Hall key box opened without any issues but fortunately for us the Denys Sargent Room key box did not. After discussing the issue with the engineer he cleaned and greased both bolts in both boxes. I am afraid that is all he could do as he put both issues down to extreme cold weather. He did suggest a fix for opening the key boxes if you are have trouble with them which I will show you all at the next Committee Meeting and he was really impressed with my fix which I will also show you in January.

All the fire extinguishers have been checked by Chubb on Wednesday 13th December, one new extinguisher was purchased to replace one that had reached its disposal date.

Booking Secretary's Report at December 2017

Permission to sell alcohol has been given to:

Action Medical Research for their Soup 'n' Spud Lunch on 1st March 2018

Colerne Musical Theatre for their shows 20th & 21st April & 22nd to 24th November 2018

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Minutes of the Committee Meeting held on Tuesday, 30th January 2018 in the Village Hall.

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

	<u>Actions</u>
<p>1. <u>APOLOGIES FOR ABSENCE</u> None.</p>	
<p>2. <u>APPROVAL OF MINUTES</u> The minutes of the Full Committee Meeting of 31st October were approved and signed as correct.</p>	
<p>3. <u>MATTERS ARISING</u> None.</p>	
<p>4. <u>SECRETARY'S REPORT</u> Anne had a suggestion for the theme for the Annual Parish Meeting on 22nd May, a Neighbourhood Plan update. She would also like to change the running order. Hold the Village Hall AGM at 7:30pm then once we have completed business, all of 10 minutes normally, we can go straight into the APM. Also do we provide tea/coffee and biscuits like last year? After a brief discussion the theme and free refreshment suggestion were agreed.</p> <p>Anne has started the AGM invitations which will be distributed in March and also all rep letters. She asked to be informed if anyone did not wish to stand on the Committee for another year.</p> <p>During 22nd to 26th January ACRE organised a celebration of Village Halls Week. We did not get involved as it was advertised as only being on Twitter and Facebook. Daphne phoned Anne on Monday 22nd January to say that this event was being covered by BBC Wiltshire radio and Community First had become involved. Anne was not aware of this so she sent an email with all our details which was read out on Wednesday. ACRE are talking about holding this event again next year if so do we get involved? After a discussion it was decided not to make a decision at this meeting but to wait and see how the Village Hall bookings hold up. As one of the main reasons we did not take part was that Sheila is actually refusing bookings at the moment as demand is so great; this item will be discussed later in the year.</p> <p>Correspondence: Anne explained that she was attending a Data Protection Course organized by Community First, in Market Lavington on 6th February. This course will explain how the changes to the Data Protection law effective in May this year, concerning holding members of the public data, will affect Village Halls.</p>	<p>AN</p> <p>ALL</p> <p>AN</p>
<p>5. <u>TREASURER'S REPORT</u> Gas Bill 16th December to 15th January 2018, £73 Electric Bill 2nd October to 29th December 2017, £213</p> <p>Paid from Cinema Sponsorship: £97 for Ink Cartridges and Laminating Pouches for printing and photocopying £12 for Self Inking Stamp for Loyalty Cards</p> <p>The January 9th Cinema Night made a profit of £121. 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 £49.</p>	

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F.I.T. Payment received (Solar Panels) 2nd October to 31st December 2017, £191

Total Funds at present £17,404

This comprises of:-

Allocated Hall Funds £1,326

(£1060, 200+ Club Prizes for 2017/18, £240 Cinema Sponsorship & £26 Cinegi Sponsorship)

Reserves: £6,000

General Funds £10,078

At the end of the financial year the Cinema profit will be added to the reserves, as per the Reserve Policy. At present the profit with sponsorship is £1,745 with 2 more Cinema Night profits to add.

6. MAINTENANCE

Anne explained to everyone present the Key Box fix she had agreed with Alert Systems when the boxes are affected by freezing weather.

The questions and photos regarding the roof and building surveys had been sent to Steve Cornick who has actually replied concerning the building surveys and photos, but the roof questions are still outstanding. Hopefully his reply regarding the Village Hall roofs will be received tomorrow. After a discussion it was agreed to proceed with his recommendations regarding the building survey.

AN

The installation of the replacement large window near the stage in the Main Hall took place on Friday 5th January.

On Wednesday 3rd January Paul Honeybun replaced the mechanism in the cistern in the toilet in the Gents and cleaned the mechanism in the cistern in the child's training toilet in the Ladies. All other toilets have been checked and been given a clean bill of health. Paul also looked at the kick heaters in the kitchen and explained that the setting on the boiler in the Cleaners Cupboard needed to be set higher for these heaters to work. The boiler has a winter setting mark for both the hot water and heating so next year we do not forget to set the boiler higher than normal. I have also created instructions for the heaters in the kitchen themselves. There is a thermostat on the wall for BOTH heaters this must be turned to the 'on' position for these heaters to work. Please remember to turn them off when you leave.

Bernie Baker has replaced the hinges on the corner cupboard door in the kitchen on Monday 8th January. After much investigation Bernie discovered the hinges are bifold ones.

The quote for the wheelie bin storage was circulated last month and another suggestion was received from Erica Laws and Kathleen Hall. A revised quote was received from Geoff which was distributed with the Agenda; total cost £270. After another discussion it was agreed not to proceed with this change, Jackie Bicknell will inform Geoff of our decision and Anne will investigate the new solution discussed at this meeting.

AN

2018 Scheduled Maintenance tasks: All 16 fluorescent tubes and starters need replacing in August as does all the smoke detector batteries. A quote will be obtained from Kevin Jones for the work; hopefully this will come in under £500.

AN

The anti-climb paint needs renewal and the guttering requires cleaning out, when the weather improves Bernie Baker will be asked for a quote, hopefully this will be under £250.

AN

The Village Hall railings need painting this year in August, and hopefully again for under £500. Anne will contact the probation service to find out their charge. Last year it was £100 but the Hammerite black gloss is expensive and we need pots of the stuff plus paint brushes etc. This will be discussed with the Probation

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service. Anne mentioned to Jacqui that the Probation Service will want to paint the railings that are owned by the Parish Council and stated that if so we would send an invoice for this cost to the Parish Council. Jacqui Bradburn suggested she check with the Martins Croft Play Area Project Committee to see if they still need to remove some of the railings for access with regard to updating the play area equipment. If so it would be unadvisable to paint that section of railings.

JBrad

Erica Laws reported that the small filter tap in the kitchen was no longer connected to the sink; the tap just turns around and around.

AN

Anne Nicholas reported that the large aluminum ladder bracket had been broken again.

AN

7. BOOKING SECRETARY REPORT

Permission to sell alcohol has been given to:

Harriet Beveridge for the Colerne Colts Fundraiser Comedy Night on Saturday 3rd February

Deborah Middleton for a Charity Quiz Night on Friday 20th April

CMT have cancelled their spring show so they will not be selling alcohol on 20th & 21st April

Avalon is "rolling out" the new cloud hosted system to customers who have expressed an interest so hopefully our booking system will update in the next couple of months. There is a £100 fee for conversion of the system then an ongoing monthly fee of £30.

SN/AN

It is **not** now intended to purchase the module to connect the Booking System to Sage Financial Accounts.

8. FUNDRAISING 200+ CLUB REPORT

None.

200+ Club November Winners

1st prize 137 Mrs B Godwin

2nd prize 145 Mrs M Stoneman

3rd Prize 196 Mrs C Driver

200+ Club December Winners

1st prize 176 Mrs B Youdan

2nd prize 175 Mr A Monk

3rd Prize 121 Mrs C Harrison

200+ Draw January 2018 Winners

1st prize 34 Jane Dezonie

2nd prize 26 Mr R Barker

3rd Prize 93 Mr D Mitchell

COLERNE CINEMA

The existing banners for the Cinema have been damaged over time so replacements have been ordered, same size same design, again supplied by Bob Child.

Sheila Nicholas suggested that we move the January 2019 Cinema evening to the third Tuesday in the month not the second as it will be so close to the New Year. After a brief discussion this was agreed.

Sheila then explained that we had a similar issue this year in December if we hold another Cinegi event on Friday 7th December, the Cinema evening would be on the 11th December. After a discussion it was agreed to wait and see which films were available to show; if no good films were available a decision will be made later in the year as to whether the Cinema in December is cancelled.

CINEGI REPORT

The decision regarding Cinegi Screenings is that a screenings will take place once a quarter. Therefore the Village Hall is booked on the following dates 2nd March, 1st June and 21st September. There are two sponsors

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already who have agreed to sponsor a National Theatre and Shakespeare performance each. A sponsor for an Opera is still required. New Cinegi Banners have been ordered through Bob Child and he has produced poster templates for us as well.

The Audience has been booked for 2nd March 2018 with Cinegi but there are player issues, not unexpected unfortunately. Anne will contact Cinegi for a solution.

AN

9. **AOB and DATE OF NEXT MEETING**

Jacqui Bradburn stated that in the summer CMT would be completely clearing out the shed behind the Village Hall and asked if they could have access to toilet facilities. Sheila suggested the Denys Sargent room and asked Jacqui to dispose of the broken 6 foot table, which Jacqui agreed to do. Jacqui Bradburn will tell Jackie Bicknell when this clear out is occurring so as not to impact anything the Scouts have arranged as well as Sheila as the Main Hall will still be booked out whilst this activity is taking place.

JBrad

The meeting closed at 8:40pm.

The Next Meeting is on Tuesday 24th April 2018 starting at 7:30pm in the Denys Sargent Room.