

COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

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

SECRETARY'S REPORT – November 2018

I have still received no update from the Parish Council regarding the date or theme of the APM and AGM meeting next year.

Correspondence: None.

FINANCIAL REPORT AT 28th November 2018

Gas Bill 15th October to 14th November, £83

Paid from Cinema Sponsorship:

£47 for Advertisement for November film in Batheaston Magazine

£24 for Advertisement for December film in "Life In" Magazine

£53 for Advertisement January Parish Magazine for Jan-Apr Films

November Cinema Night made a profit of £241. The Moviola Service Fee £48 and Postage £5 and the Parish Magazine Back Page Advertisement £17 plus Batheaston Magazine Advertisement £47 were paid from sponsorship so profit without sponsorship would have been £124

Total Funds at present £20,690

This comprises of:-

Allocated Hall Funds £1,568

(200+ Club Prize Money 2018/19 £1205 and Cinema/Cinegi Sponsorship £363)

Reserves: £8,000

General Funds £11,122

MAINTENANCE

One of the soap dispensers in the gents toilets had broken, I don't know when. So I have swapped the one from the disabled toilet into the gents and a new soap dispenser was purchased for the disabled toilet.

Simon Yodan (CMT) reported a minor problem with the lapel microphone. The cable was fraying so I contacted Enlightened Lighting Ltd who told me we have two options. The first option is to replace the entire cable at a cost of £128.64 plus VAT or the second option a repair of the existing cable costing £42.50 plus VAT. Needless to say we are going for the repair option which will take place later in December once everyone has finished using the equipment.

Katherine Pugh contacted me from the Martins Croft Play Area Update Group to ask permission to change the fixings on the railings running along the back of the Scout HQ. The update group were changing the other fixings or struts next to the pathway and wanted to change all the railings as these struts took up so much room and also no longer complied with health and safety. Katherine assured me that all costs would be covered by their funds so I agreed; this changed occurred last week.

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BOOKING SECRETARY'S REPORT at 28th November 2018

Permission to sell alcohol has been given to:

Colerne W.I for their Quiz Night on 24th January 2019

Helen Barton for AMR Soup N Spud Lunch on 28th February 2019

Erica Chamberlain for Fund Raiser on 30th March 2019

CMT for their show dates 28th, 29th & 30th November 2019

RBL event on 18th November 2018 was cancelled so no alcohol was sold on that date.

Some years ago it was agreed the hall could be used by Colerne School in a critical emergency, Ashwicke Hall School has also asked for this use and Sheila has agreed.

Jumping Jacks have amended their hours on Friday mornings from 8.30am until 1.30pm to 8.30am until 12pm; charge remains the same.

FUNDRAISING

Colerne Cinema

Ann Atkinson let me have a copy of the LifeIn magazine for November which covers Melksham, Chippenham, Corsham and surrounding villages. This magazine is free to pick up and Ann discovered it outside Sainsburys. I have contacted them and advertised the December film in their What's On section for a cost of £20 plus VAT which will be covered by sponsorship.

Ann also found a copy of the Town Crier which covers Calne, Chippenham, Corsham, Malmesbury, Royal Wootton Bassett, Marlborough, Devizes and Melksham. I have contacted them and put an advert in there for the New Year for our next batch of films which will cost £55 plus VAT, which again will come from sponsorship.

The next season of films, which are still awaiting confirmation from Moviola is 15th January – Mamma Mia! Here We Go Again; 12th February – The Children Act; 12th March – Christopher Robin and 9th April – A Star is Born.

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Committee Members

SECRETARY'S REPORT – December 2018

I have received no update from the Parish Council regarding the date or theme of the APM and AGM meeting next year. Therefore the Village Hall AGM will take place on Thursday 23rd May 2019 starting at 7:30pm. It is after all up to the Parish Council to organise the APM.

Correspondence: None.

FINANCIAL REPORT AT 21st December 2018

Gas Bill 15th November to 15th December, £138

Paid from Cinema Sponsorship:

£10 for Advertisement for December film in CMT's November Show Programme

December Cinema Night made a profit of £148. The Moviola Service Fee £48 and Postage £5 and two Advertisements totaling £34 were paid from sponsorship so profit without sponsorship would have been £61. However for the completion and return of the Moviola Surveys there will be a reduction of £25 from Moviola against the Service Fee, so the profit without sponsorship will then be £86.

Total Funds at present £21,658

This comprises of:-

Allocated Hall Funds £1,480

(200+ Club Prize Money 2018/19 £1155 and Cinema/Cinegi Sponsorship £325)

Reserves: £8,000

General Funds £12,178

The PRS/PPL Licences are being combined to be known as The Music Licence. Sheila received an email to say we would be contacted when our licence was due for renewal to discuss our requirements. The licences were due to renew on 6th December - so far no contact!!

The Chubb servicing of the fire extinguishers will take place in January.

The estimate for the two bills: £1,000

MAINTENANCE

Anne has posted the lapel microphone cable to Enlightened Lighting Ltd for repair.

One of the chairs with arms has broken again, where it was repaired the last time. So this time I have disposed of it. I have removed anything which was salvageable, the seat and back rest pads and all screws. They all now reside in the large metal cabinet in Committee Room 2. The frame I sawed in half and put in my wheelie bin!

I discovered that the ribbon used to tie up the black curtaining on the foyer door had been pulled off. Needless to say this has been sewn back on.

Ann and Barry Atkinson discovered one of the screws from a square table on the floor in the Function Room in front of the freezer. I have identified the table from where it came and it has been replaced.

I noticed that one of the plugs in one of the sinks in the Ladies toilet had been pulled off of the chain so I will repair this in between Christmas and New Year.

The Christmas Trees are being taken down on Sunday 30th December starting at 2pm, all are welcome to help.

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BOOKING SECRETARY REPORT

None.

FUNDRAISING

Colerne Cinema

All the next season of films have been confirmed with Moviola for 2019! Still going after eight years!

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Minutes of the Committee Meeting held on Tuesday, 5th February 2019 in the Denys Sargent Room.

This is the rearranged meeting scheduled for January 29th which was cancelled due to the adverse weather conditions

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

Deborah Middleton attended part of the meeting as representative of Colerne Musical Theatre (CMT).

	<u>Actions</u>
<p>1. <u>APOLOGIES FOR ABSENCE</u> Jacqui Bradburn and Mark Solomon.</p>	
<p>2. <u>APPROVAL OF MINUTES</u> The minutes of the Full Committee Meeting of 23rd October were approved and signed as correct.</p>	
<p>3. <u>MATTERS ARISING</u> None.</p>	
<p>4. <u>SECRETARY'S REPORT</u> Jacqui Bradburn has confirmed that the Parish Council will hold the APM with our AGM meeting on Thursday 23rd May 2019; the AGM will start at 7:30pm followed by the APM. Jacqui has not mentioned any theme for the APM so Anne will check with the Parish Council about the theme.</p> <p>Anne and Kathleen Hall attended the CAB meeting on Wednesday 23rd January where Anne discussed our grants with Richard Rogers and Councillor Brian Matthews. Both grants will be put forward for consideration at the next CAB meeting on March 13th. Richard Rogers was not sure whether there would be enough money left in the pot to fulfill either of these grants, if not they will be carried over into the next financial year. We learnt that Richard Rogers, who is one of the Community Engagement Managers within Wiltshire, is being moved to cover another area; our new Community Engagement Officer for the Corsham area will be Roz Griffiths.</p> <p>Anne has contacted Idverde regarding the contract for cutting and strimming all lawns around the Village Hall and Scout HQ. They have quote £469.68 includes VAT for 13 cuts beginning in April and finishing in September. This is a slight increase on last year's quote.</p> <p>The Hallmark Scheme levels are out at the end of March. So Anne has contacted the administrator at Community First to book an assessment. The administrator has sent all the checklists for all levels which Sheila and Anne are working through. Anne has checked all policies and changed the Public Access Statement, Health and Safety Policy and the Energy & Environmental Conservation Policy with all new policies displayed in the Hall and on our web page. At the moment the assessment date is 5th March starting at 2pm. Anne asked for volunteers to attend the meeting as well as herself and Sheila. Anne will email everyone once the date and time have been finally confirmed with Community First.</p> <p>Correspondence: Anne read an email received from Katharine Pugh asking if the Martins Croft Play Area Group could install Bird nesting boxes, at their expense, in the trees on the Village Hall land bordering the play park; this was to encourage more Wildlife into the play area. Everyone thought this was a lovely idea and an interesting discussion took place until it was realised that the Village Hall would be held responsible if an injury occurred due to these boxes. It was then unanimously agreed that unfortunately permission could not be</p>	<p>AN</p> <p>AN</p> <p>AN/ SN</p> <p>AN</p>

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given.

5. TREASURER'S REPORT

Gas Bill 15th December 2018 to 15th January 2019, £96

Electric Bill 1st October 2018 to 14th January 2019, £133

PRS/PPL Licence 2018/2019, £446

Chubb, £587 (£182 Annual Service & £405 new equipment)

Paid from Cinema Sponsorship:

£66 for Advertisement for January-April films in the January Town Crier Magazine

F.I.T Payment (Solar Panels) for 1st October to 30th December, £213

Scouts Rent for 2018, £34

200+ Club Subscription £10 (Total £2620)

January Cinema Night made a profit of £203. The Moviola Service Fee £48 and Postage £5 and two Advertisements totalling £40 were paid from sponsorship so profit without sponsorship would have been £110.

Total Funds at present £20,636

This comprises of:-

Allocated Hall Funds £1,316

(200+ Club Prize Money 2018/19 £1,110 and Cinema/Cinegi Sponsorship £206)

Reserves: £8,000

General Funds £11,320

The Cinema profit for the year is due to be put to the reserve fund at the end of March. At present the profit is £1,667 with two more Cinema Nights due. If the profit is under £2,000 does the committee agree for it to be rounded up to £2,000 and if over £2,000 to be rounded up to the next hundred pounds? After a discussion it was agreed that the profits could be rounded to £2000 or the next one hundred pounds.

SN

6. MAINTENANCE

The lapel microphone cable has been repaired by Enlightened Lighting Ltd.

The chain to the plug in one of the sinks in the Ladies toilet had been replaced.

Chubb has replaced all the Fire Extinguishers in the Main Hall, the fire blanket in the Kitchen and one of the Fire Extinguishers in the Kitchen lobby. All the old Fire Extinguishers have been disposed of by Chubb and all other Fire Extinguishers serviced. Erica Laws stated that the label on the Fire Blanket in the kitchen keeps falling off! Anne stated she would glue it back on.

AN

Kathleen Hall had reported that the seat for the disabled toilet will not stay upright. Anne checked this out and discovered that this is because of the seat rest at the back of the seat for wheel chair users. The lid of the seat will stay upright but not the whole seat; Anne asked for suggestions. After a hilarious discussion about Kathleen helping the gentleman with the problem to overcome the falling seat Kathleen suggested she would contact her nephew who owned a Bathroom Company to see if he had any suggestions.

Kath/
Hall

Kathleen Hall thanked Anne Nicholas on behalf of the Committee for continuing to tidy the gardens and cutting

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back the shrubs in the Village Hall grounds.

Kathleen also thanked Sheila and Anne Nicholas for performing the annual stock check in the Village Hall.

7. **BOOKING SECRETARY REPORT**

Sheila was extremely disappointed with how the hall was left from the Fund Raising Event on Saturday 26th January Evening. The organiser had stated the event would finish well before midnight so the following morning was not required for clear up. This is the second year running the event has been held and for the second year running Anne and Sheila spent one hour (an actual total of 2hrs) returning the hall to a state that enabled the next hiring to use it. Of the most concern was the large stain from the foyer door to the function room door. The cleaners believed it to be grease and needed a special cleaning agent to remove it. Sheila has emailed the organiser and hopes the committee supports her decision that should this event be booked again the Sunday morning **must** be booked for clear up and if the hall is not left in a fit state for the next hirer the full deposit will be retained. Sheila did receive a return email from the organiser with unreserved apologies. The Committee unanimously agreed with Sheila that the Sunday morning must be booked if this event is held next year and the full deposit retained if the Hall is not left as it should be. Erica Laws suggested that once they have finished clearing up on the Sunday morning they contact Sheila and a Committee representative will go to the Hall to make sure it is in the correct state to hire out to the next hirer; this was unanimously agreed. Kathleen Hall thanked Sheila and Anne for clearing up after this hiring. **Post Meeting Report:** Sheila emailed the hirer with the above decision and received a reply stating message received and understood with another apology for the problems this year.

SN

Deborah Middleton attended the meeting regarding this issue:

On 1st September 1998 a discount rate was given, on a temporary basis, under certain conditions to three theatrical groups for heavy usage of the hall. The rate became permanent in June 2002. Only one group remains:

Colerne Musical Theatre (formerly C.A.O.S)

Sheila distributed copies of a spreadsheet created to show different hiring rate scenarios and associated cost to CMT and the Village Hall. As reported at the October Committee Meeting CMT is now only using the hall from May to November (or early December) for one show. Sheila feels it is necessary to revisit the discount rate regarding the weekday bookings as many other groups are using the hall on a weekly basis far more, so the discount does not, therefore, seem justified. The six weeks of weekend bookings however could still be classed as heavy usage over a short period of time and so justify the discounted rate under the same conditions as before. How did the committee wish to proceed?

A discussion then took place and Sheila explained each columns reasoning, in the end Sheila suggested to the Committee that for this year only CMT would be offered a 25% discount to the regular booking rate of £30 per session on all sessions (except Show Dates). This would mean CMT would need to find an extra £211.50 for this year's bookings, providing of course they do not cancel any dates. Then in 2020 they would be charged the regular booking rate on weekdays of £30 per session and the weekends would revert to the discounted £19 per session except the show dates which would stay at the normal rate. The Committee unanimously agreed to these proposals and Deborah will discuss this with the CMT committee and email their response. Deborah did state that if CMT felt the charge was too high they would rehearse at the Parish Rooms instead. Anne then stated that therefore any bookings would be charged at the regular user rate of £30 per session and Sheila also stated that as CMT were in for 6 months on Fridays she was not able to offer a Friday evening session to another regular group as they would wish to book all year and not just six months.

CMT

After this discussion Deborah Middleton left the meeting.

Post Meeting Report: Tristan Middleton, the CMT Treasurer, emailed Sheila to state CMT would accept the Committee's kind offer of the 25% discount (as per schedule) for this year. He thanked the Committee for understanding their situation and offering the discount.

8. **FUNDRAISING** **200+ CLUB REPORT**

Kathleen Hall reported we have yet another new member this makes a total of 262!

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200+ Club November Winners

1st prize 199 Mr G Kelly
2nd prize 140 Mrs C Rogers
3rd Prize 230 Miss D Reason

200+ Draw December Winners

1st prize 228 P Hall
2nd prize 133 Mr B Atkinson
3rd Prize 12 Mr D Thompson

200+ Draw January 2019 Winners

1st prize 154 Mr G Danks
2nd prize 93 Mr D Mitchell
3rd Prize 100 Mrs J Venton

COLERNE CINEMA REPORT

None.

9. AOB and DATE OF NEXT MEETING

Erica Laws asked who was responsible for the decision regarding whether to use the Village Hall or not when it snowed. Kathleen Hall replied that it was up to each group, who hire the Hall, to decide if it was safe for their membership to use the Village Hall. Each group has a duty of care to its members and only the individual groups can make that decision not the Village Hall Committee; everyone agreed with this statement.

The meeting closed at 8:30pm.

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