

# COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

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

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## SECRETARY'S REPORT

Attached are the minutes from Tuesday evening's AGM and the quick meetings afterwards. Any issues with either then please let me know.

I sent you all an earlier mail regarding the Village Hall wheelie bin collection. I can now confirm Hills have informed me that if we take up their collection from August they will collect the bin on a THURSDAY for the annual charge of £275. I have also spoken to the Village Hall cleaners who have told me any rubbish they generate from the cleaning of the Hall they will dispose of themselves as we generate so little waste. Sheila has also reminded me, which I forgot, that we actually discussed this in 2012! In April 2012 I discovered the bin would be chargeable for weekly collections so in June 2012 we asked all regular groups and adhoc users to take all their own rubbish away and reverted to a domestic collection which was free. The hiring conditions were amended in January 2013 stating that "all rubbish must be taken away and disposed of either at home or the local recycling centre. No rubbish to be left in the grounds or in the street outside." The voting to remove or retain the wheelie bin was as follows: there are now 10 Committee members, there was one person who did not reply, 2 people voted to retain the bin, 7 voted to remove the bin. Therefore from July 2018 there will be no facility to dispose of any rubbish in a wheelie bin at the village hall. The black sacks in the Cleaners Cupboard will still be available to use as will the actual white bin stand in the kitchen but everyone must now make arrangements to dispose of any rubbish generated during their hiring sessions themselves.

**Correspondence:** I have received an email from Community First stating that the celebration of Village Halls week will be held from 22<sup>nd</sup> to 28<sup>th</sup> January 2019. We need to make a decision about whether we take part and if we do what type of event we can hold. Thinking caps on everyone.

## FINANCIAL REPORT AT 27th May 2018

Gas Bill 16<sup>th</sup> March to 14<sup>th</sup> April, £91  
Replacement Vacuum Cleaner £146

Cinegi Screening 27<sup>th</sup> April made a profit of £206.

Cinegi Fee £9 and minimum screening fee of £60 (both inclusive of VAT) were paid from sponsorship. Profit without sponsorship would have been £137. Both sponsorship and fees were received and paid in the last financial year (2017/18).

May 8<sup>th</sup> Cinema Night made a profit of £237. 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 £171.

**Total Funds at present £18,632**

This comprises of:-

**Allocated Hall Funds** £1,551

(200+ Club Prize Fund for 2017/18, £710 and Cinema/Cinegi Sponsorship £841)

**Reserves:** £8,000

**General Funds** £9,081

## MAINTENANCE

Bernie Baker has cleaned out the guttering and applied the anti climb paint to the sides of all flat roofs of the Hall.

Stephen Yates checked over all of the Fire Doors in the Village Hall and I am sure to no one's surprise as expected every door failed. His report is attached, which I have discussed with Steve Cornick (builder) about replacements and also giving us a quote for the roof inspection still outstanding from the Roof Survey. Needless to say I will investigate whether we can obtain a grant for at least the replacement of the fire doors from Corsham Area Board.

# COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

On Monday Erica Laws discovered one of the armed chairs has been broken. I have taken this chair home where I hope I can get it fixed! If not it will be disposed of.

## **BOOKING SECRETARY'S REPORT**

Permission to sell alcohol has been given to:

Nicola Middleton for a fundraiser for Martins Croft Play Area Group on Saturday 21<sup>st</sup> July. There will be a Bouncy Castle outside so Nicola rang Wiltshire Council about a Temporary Event Notice, as the Hall is not licensed for activities in the grounds. She was informed that as long as no alcohol was taken out of the hall into the grounds and no music was played outside a T.E.N was not necessary. Notices will be put in the hall to the effect that no alcohol should be taken outside.

Steve Thompson has cancelled his Fundraiser on 14<sup>th</sup> July so no alcohol will be sold that evening.

# COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

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

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## SECRETARY'S REPORT

As no one has replied with any comments regarding the AGM and the Committee meeting minutes I assume both are accurate records of what occurred.

On 29<sup>th</sup> June I will inform Wiltshire Council that the wheelie bin can be removed at the end of July.

No one responded to my request regarding the email from Community First stating that the celebration of Village Halls week will be held from 22<sup>nd</sup> to 28<sup>th</sup> January 2019. I, therefore, assume that we will not be taking part in this event.

Those of you who read the latest Charity Commission newsletter which was emailed to all Trustees would have noticed that yet another policy requirement appeared! It is necessary that members of the public are aware of our Complaints Procedure; so to that end I have amended the Public Access Statement to include this and it is now on display in the Hall and on the website.

**Correspondence:** None.

## FINANCIAL REPORT AT 23rd June 2018

Gas Bill 15<sup>th</sup> April to 15<sup>th</sup> May, £35

PAT Testing £123

June 12<sup>th</sup> Cinema Night made a profit of £194. 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 £128.

**Total Funds at present** £18,799

This comprises of:-

**Allocated Hall Funds** £1,498

(200+ Club Prize Fund for 2017/18, £710 and Cinema/Cinegi Sponsorship £788)

**Reserves:** £8,000

**General Funds** £9,301

## MAINTENANCE

The Fire Risk Assessment took place on 31<sup>st</sup> May 2018. The PAT testing took place in the afternoon of 29<sup>th</sup> May not the morning as scheduled.

I have asked both Steve Cornick and Bernie Baker for quotes to replace all Fire Doors which failed the Fire Door inspection carried out by Stephen Yates. I have received a quote from Steve Cornick for £4,302; I am still waiting for Bernie to give me a quote.

The broken armed chair has been fixed and has been put back in the Hall.

On Saturday 9<sup>th</sup> June it was discovered, during a hiring session, that the door from the Kitchen into the Kitchen Lobby had stuck. In fact it was the door catch not functioning correctly. Luckily Geoff Bicknell was present and managed to saw through the door catch. The door now opens and closes but obviously this door handle/catch needs replacing. However as this door is one of the Fire Doors needing replacement no action will be taken as present.

Also on Saturday 9<sup>th</sup> June the shelf in the cupboard which stores the mugs collapsed. Jackie Bicknell managed to save one side of the mugs falling on to the floor but the side that did collapse sent 10 mugs onto the floor where they smashed. I have removed the shelf from that cupboard and restacked the surviving mugs; new ones have been purchased to replace the damaged ones. I have

# COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

also removed the shelf from the cupboard which houses the green and white cups. I have spoken to Bernie Baker who will send me a quote to fix both the shelves back in place but braced, so neither shelf will tip forwards in the future.

From next week (Tuesday 26<sup>th</sup> June) the Village Hall cleaners will clean the Hall on a Tuesday morning instead of a Thursday morning.

I have cut back all shrubs in the garden and on the Denys Sargent side of the grounds of the Village Hall and disposed of all of the waste.

I also had to chase the contractor, Idverde, who strim and cut all of the lawns at the Hall. For 6 weeks they had not cut anything, I discovered that a death had occurred at their main depot which had adversely affected all of the staff there and all schedules seem to have been affected. They resumed cutting the lawns on Tuesday 19<sup>th</sup> June and will carry on as agreed every two weeks. We have obviously not paid for the sessions we were not cut.

## **BOOKING SECRETARY'S REPORT**

Permission to sell alcohol has been given to:

William Biggs for RBL Event on Sunday 18<sup>th</sup> November

Helen Barton for AMR Supper on Saturday 3<sup>rd</sup> November

# COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

## Minutes of the Committee Meeting held on Tuesday, 31<sup>st</sup> July 2018 in the Denys Sargent Room.

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

### Actions

1. **APOLOGIES FOR ABSENCE**

Jacqui Bradburn and Mark Solomon.

2. **APPROVAL OF MINUTES**

The minutes of the Full Committee Meeting of 24<sup>th</sup> April and the minutes of the meeting held after the AGM on 22<sup>nd</sup> May were approved and signed as correct.

3. **MATTERS ARISING**

None.

4. **SECRETARY'S REPORT**

The AGM and the Committee meeting minutes distributed last month have been accepted as an accurate record of proceedings.

As no one responded to Anne's request regarding the email from Community First stating that the celebration of Village Halls week will be held from 22<sup>nd</sup> to 28<sup>th</sup> January 2019 we will not be taking part in this event.

The Fire Risk Assessment was performed on 31<sup>st</sup> May 2018.

Anne has submitted two grants to the Corsham Area Board. One is for £500 to cover part of the cost of £600 to allow Hero Renewable to perform a ground survey to know which type of Ground Source heat pipes need installing in the grounds of the village hall; either horizontally or vertically. There is a £5,000 difference so the survey could save money. Anne discussed these grants with Richard Rogers at the CAB meeting on 25<sup>th</sup> July and he has asked if they can wait until the New Year, as Wiltshire Council need to ascertain if any money is remaining; Anne agreed to do so. The other grant is minuted under the Maintenance section.

Anne completed an Application to Garfield Weston for £85,000 towards the total cost of the Ground Source Heat Pump. They have changed the goal posts and will now only fund 10% of the total value. Also they require a breakdown of anticipated income and planned expenditure for the project; Anne decided not to pursue this line of funding for so little an amount and has, therefore, stopped the application and will look elsewhere for grants.

We have renewed the Insurance for the Village Hall after quite a fiasco with Community First. Jenny Lane, the usual contact, has left and Jess Emery who has taken over sent us a blank policy schedule. After emailing Jess and leaving voicemails and receiving no response, even trying Helen Cotter, who is the Village Hall advisor, who didn't respond either Anne eventually contacted Zurich themselves which we are not supposed to do as the Insurance scheme is managed by Community First; then came a response from Jess Emery's associate Sam. Jess finally contacted Anne on 30<sup>th</sup> July, bearing in mind the original message was sent on 22<sup>nd</sup> July. Jess sent the correct Schedule by email and the cheque was posted, to Jess, on Monday as the Insurance is due for renewal tomorrow. Both Zurich and Community First have assured us that we are still fully insured even though the cheque has only just been sent.

Jacqui Bradburn contacted Anne stating that Link had some surplus cash and was willing to donate it towards the cost of a project for the elderly or disabled. Anne has taken out the Denys Sargent Room change from the

AN

# COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

Ground Source Heat Pump Project as she believes this would qualify for some money from Link. Anne contacted the Link Chairman Susan Hatton who has mailed the Link Committee asking if this project would suit their objectives; Anne is awaiting a reply. The total cost of this project is just under £7,000 and other funding can be obtained from Awards For All.

AN

It is not possible to submit our Annual Report with the Charity Commission as they are changing their systems, yet again, and the new system will not be available until the end of August.

AN

**Correspondence:** None.

## 5. TREASURER'S REPORT

2 Gas Bills covering 16<sup>th</sup> May to 15<sup>th</sup> July, £18  
Electric Bill 1<sup>st</sup> April to 30<sup>th</sup> June £23 (Standing Charge only)

2018/19 Annual Premises Insurance £1,177

July 10th Cinema Night made a profit of £149. 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 £83.

F.I.T Payment (Solar Panels) 1<sup>st</sup> April to 30<sup>th</sup> June £748

Received from The Giving Machine £23

**Total Funds at present** £18,699

This comprises of:-

**Allocated Hall Funds** £1,445  
(200+ Club Prize Fund for 2017/18, £710 and Cinema/Cinegi Sponsorship £735)

**Reserves:** £8,000

**General Funds** £9,254

The following work, due in August, will generate large bills: Gas Service, Projector Service, Painting of Railings and Electrical Work.

## 6. MAINTENANCE

On 29<sup>th</sup> June Anne requested that Wiltshire Council remove the wheelie bin at the Hall.

Quotes were requested from Steve Cornick and Bernie Baker to replace all Fire Doors which failed the Fire Door inspection carried out by Stephen Yates. The quote received from Steve Cornick is for £4,302 and from Bernie Baker £3,200. These quotes cover the replacement of all doors to the correct Fire Door specification; plus new hinges, closures and door handles. The Doors to the following rooms will be replaced: The Cleaners Cupboard, both doors to the Store Room, both doors to the kitchen lobby, the door into the kitchen from the kitchen lobby area. Replacement doors to the foyer have also been requested. This is the other CAB grant applied for and the same request from Richard Rogers applies.

AN

Bernie Baker has repaired both cupboard shelves under the hatch in the Kitchen.

We have received an email from Imserv, contracted by British Gas, who stated they would come and swap the electric meter for a new Smart electric meter at no cost to us. Anne contacted them and explained that they had tried to do this before and their engineer had told her if this ever happened again to tell Imserv that there

# COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

was no smart signal within the Village Hall. Anne also stated that there is no mobile phone signal in the store room next to the electric meter. Imserv suggested British Gas would request we move the meter outside, at our expense, Anne told them we were not willing to do so, if the meter is moved it is at British Gas cost, not ours. Imserv will contact British Gas to ascertain whether further action is required.

Anne has spoken with Nicola Middleton regarding the painting of the railings. The Martins Croft Play Area Group still wish to install a trampoline. They now believe the digger can come through the pathway next to the Village Hall. They will contact Wiltshire Council to ask permission to temporarily remove the railings at one end of the lane to allow access to the digger. They have also asked if they can replace the struts which hold the railings up at their expense with new fixings. Anne couldn't see any problems with this but told them this has to be completed before the painting takes place which has been arranged with the Probation Service for 12<sup>th</sup> and 26<sup>th</sup> August plus 2<sup>nd</sup> September, if required. The paint and brushes will need to be purchased and the Probation Service will work out of the Deny Sargent Room.

AN

There was an issue with Idverde cutting the lawns at the Village Hall. They didn't come for over 6 weeks so Anne contacted them. When she finally managed to speak to someone they explained that there had been a death at their depot and it had adversely affected everyone. They resumed cutting on Tuesday 17<sup>th</sup> July. On Saturday 24<sup>th</sup> July Anne spent another 2 hours weeding the gardens and cutting back the lawn edgings around the Village Hall itself, plus picking up litter with gloves on of course!

Sheila stated that she had purchase two new First Aid boxes as most of the existing items in the originals were out of date. Shelia had tried to replace individual items but once all these were added up they cost more than a completely new kit!

## 7. BOOKING SECRETARY REPORT

The fundraiser due to have taken place on Saturday 21<sup>st</sup> July was cancelled so no alcohol was sold on that date.

The veto on 16 to 24 year old events requires its annual review; does the Committee wish for it to continue for a further year? Everyone agreed it should continue.

The Colerne Musical Theatre Group will be sorting the Shed on Sunday 19<sup>th</sup> August. Sheila is letting them use the DS Room as a base. (F.O.C.)

Jumping Jacks are having problems with numbers attending and also people to run the group; Nikki Jenner has stated that the group may have to close in October if help is not forthcoming and also numbers do not improve. With regard to the decrease in numbers Sheila has informed Nikki that she will ask the Committee if they would agree to a reduction in the hiring fee for a set amount of time. Would the Committee agree to the fee being reduced to £18 from September to November or December? The Committee so agreed.

The "cloud" booking system has been partially available for Sheila to test. The remainder is due to be available this week, so Sheila hopes to be able to work through it and test it thoroughly during August.

## 8. FUNDRAISING 200+ CLUB REPORT

Kathleen stated she hopes everyone would renew their existing shares once the renewal letters were sent out in August. As there is no Cinema this month Kathleen stated she would perform the August 200+ Club draw at the Whist Drive. Anne stated that she needed to arrange a meeting with Kathleen to include the wording for the GDPR onto the renewal form. Sheila stated that this would mean everyone who has a share in the 200+ Club must sign and return the renewal form this year, which will allow us to keep contacting them in the future. Sheila reported that the membership form for new members had already been changed.

# COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

## **200+ Club May Winners**

1<sup>st</sup> prize 194 Thomas Atkinson  
2<sup>nd</sup> prize 184 Mrs S Thompson  
3<sup>rd</sup> Prize 162 Mr P Jobbins

## **200+ Club June Winners**

1<sup>st</sup> prize 102 Mr P McMahon  
2<sup>nd</sup> prize 91 Mr J Hibell  
3<sup>rd</sup> Prize 27 Mr B Dyer

## **200+ Draw July Winners**

1<sup>st</sup> prize 82 Mrs N K Guest  
2<sup>nd</sup> prize 67 Mrs A Beale  
3<sup>rd</sup> Prize 141 D Ings

## **COLERNE CINEMA REPORT**

The next season of films are:

11<sup>th</sup> September – The Guernsey Literary and Potato Peel Pie Society; 9<sup>th</sup> October – The Hatton Garden Job and 13<sup>th</sup> November – The Bookshop. I am still hopeful that we will be able to screen a Cinegi offering on 7<sup>th</sup> December.

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

None.

The meeting closed at 8:12pm.

**The Next Committee Meeting is on Tuesday 23<sup>rd</sup> October starting at 7:30pm in the Denys Sargent Room.**