

COLERNE VILLAGE HALL ASSOCIATION

Registered Charity 1072699

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

SECRETARY'S REPORT

The cheque to renew the Village Hall Insurance has been sent to Community First and cashed; I am waiting for the actual schedule to be emailed.

Correspondence: None.

FINANCIAL REPORT AT 25th August 2018

Gas Bill 16th July to 15th August, £4

Electrical Work £151

Annual Gas Service £234

Paid from Cinema Sponsorship: £53 for advertisement in September Parish Magazine
£36 Ink Cartridges for printing and photocopying

Total Funds at present £18,013

This comprises of:-

Allocated Hall Funds £1,356

(200+ Club Prize Fund for 2017/18, £710 and Cinema/Cinegi Sponsorship £646)

Reserves: £8,000

General Funds £8,657

MAINTENANCE

The wheelie bin has been removed! Hurray!

Jacqui Bradburn reported a problem with the toilet in the Denys Sargent Room on Sunday 19th August. The toilet pan was no longer attached to the floor! I investigated and discovered that all four screws no longer held the toilet pan into the floor; needless to say I tried to contact Joe Honeybun, who unfortunately is not available until next week. I therefore have put a temporary fix in place until Joe is available to fix the toilet pan correctly.

The painting of the railings around the village hall did not take place on 12th August nor will they come on 26th August due to the weather. I have agreed with the Probation Service that they will attend site on Thursday 30th and Friday 31st August to try and paint the railings, all weather dependent of course.

Enlightened Lighting Ltd has informed me that the lamps in the Projector needed changing this year, they recommend every 3 years. Each lamp will cost £360 plus VAT plus fitting, needless to say I queried this as the projector has not been used much. Enlightened explained how to check the lamps, we have two, in the projector and I discovered that they have only been used for 418 hours, the total life setting was 1500 hours, needless to say the lamps are not being changed this year! However, this is a maintenance task that will be required approximately every 5 years depending on the usage. The projector service itself will take place on 13th September.

The majority of the Annual Stock Check has been undertaken and the remainder should be completed by the end of the month.

This morning I spent one and a half hours cutting more shrubs back in the garden at the Hall, adding new plants and generally tidying up. I have removed all waste generated to my garden waste bin at home which was practically empty!

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BOOKING SECRETARY'S REPORT_at 25th August 2018

Permission to sell alcohol has been given to:

Nicola Middleton for the MCPAPG Fundraiser on 6th October

Jackie Bicknell for Scouts Beetle Drive on 4th December

Art Class has ceased using the hall; their last session was 22nd August. This will result in a loss of income of £1,200 per annum

POLARM who use Tuesday afternoons sporadically for training sessions have informed Sheila they have no plans to utilise the hall again, at present; they will contact Sheila should this change. This is a loss of estimated income of £500 per annum.

The "cloud" booking system is still in development stage; Sheila is not too enthralled with it at present and so feels that with the loss of the above annual income it would be better to stay with the current offline system. This would save the Hall an estimated £500 per annum for monthly fees which would at least counteract the loss of the POLARM revenue. The cloud system can be reviewed at a later date and in the meantime Anne will investigate if there is some other way to display the booking availability online. Recovering £1,200 per annum is a more of a problem!!

FUND RAISING

200+ CLUB – Kathleen has asked me to pass on thanks to Erica Laws for helping her by addressing all the envelopes containing the 200+ Club renewal forms and also to thank all members of the Committee who are helping with the delivery.

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the points below were emailed to all
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SECRETARY'S REPORT

The cheque to renew the Village Hall Insurance has been sent to Community First and cashed; I am waiting for the acknowledgement receipt of payment.

I have had an idea regarding the two large pots outside the entrance door at the Village Hall, which are currently being used as large ash trays. As you are all aware I asked the Parish Council if they would like them but they could not move them so declined. I mentioned these two pots to members of the Gardening Club who are helping Joe Costa with the planting of the Six Bells Pub Garden. I asked them if the pots could go somewhere in the garden and they have asked Joe Costa who would be delighted to take them. I told the Garden Club that I would email the Committee asking if this change of plan would be acceptable. If anyone does not agree with this suggestion then please let me know another way these pots can be maintained, at no cost to the Village Hall, please don't just reply stating you don't agree; replies required by 30th September.

Correspondence: None.

FINANCIAL REPORT - 24th September 2018

Gas Bill 16th August to 14th September, £3
Projector Service (& Plug PAT) £132
Paint & Equipment for Railings £217
200+Club Prize Draw £712

200+Club Subscriptions for 2018/19 £2,410

September Cinema Night made a profit of £319. The Moviola Service Fee £48 and Postage £5 and the Parish Magazine Back Page Advertisement £18 were paid from sponsorship so profit without sponsorship would have been £248

Total Funds at present £19,667

This comprises of:-

Allocated Hall Funds £1,798

(200+ Club Prize Money 2018/19 £1,205 and Cinema/Cinegi Sponsorship £593)

Reserves: £8,000

General Funds £9,869

MAINTENANCE

I forgot to mention last month that Gary Brain inspected the roof over the toilet corridor where the pitch roof meets the flat roof and could find no issues with it. Another action completed from the building/roof inspection report.

Joe Honeybun has repaired the toilet in the Denys Sargent Room, free of charge.

The painting of the railings around the village hall took place on Thursday 30th August and Sunday 2nd September. The Probation Service has done a splendid job. I agreed with the Martins Croft Play Area Update Group not to paint the railing next to the pathway as this is where they believe they will be able to bring in the digger, so they did not want the railings painted. The Probation Service painted the railing between the Play Area and Village Hall grounds until they ran out of paint. Jacqui Bradburn - can you please let the Play Area group know that when they paint the railings next to the pathway could they please finish the other couple of panels not painted by the Probation Service.

Enlightened Lighting Ltd informed me that the lamps in the Projector needed changing this year, they recommend every 3 years. Each lamp will cost £360 plus VAT plus fitting; needless to say I queried this as the projector has not been used much.

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Enlightened explained how to check the lamps, we have two, in the projector and I discovered that they have only been used for 418 hours, the total life setting was 1500 hours, needless to say the lamps are not being changed this year! The projector service itself took place on 13th September and it passed with flying colours. That is the good news the bad news is that one of the Blu Ray players no longer functions through the multi remote control. I have arranged with Nick Yeates from Enlightened Lighting Ltd to come and investigate the issue before our next Cinema evening on 9th October as showing with only one Blu Ray player operational would be fun, not impossible just fun.....

Jumping Jacks had an issue with a child taking the Store Cupboard key away with them after their session last week. Needless to say the key has been returned and I will put up a hook situated on the wall at the top of the door so small children will not be able to reach the key and take it away from the Hall!

BOOKING SECRETARY'S REPORT at 24th September 2018

A new Fitness Class has commenced on Wednesday evenings for an hour. (7pm-8pm)

A small group of crafters are hiring the DS Room for 2 hours each week on Tuesday Mornings (10am-12pm). There is no hourly rate for the DS Room, it is £11 for a 5 hour session, so I have agreed £2.50 per hour for a regular user.

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Minutes of the Committee Meeting held on Tuesday, 23rd October 2018 in the Denys Sargent Room.

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

1. **APOLOGIES FOR ABSENCE**

None.

2. **APPROVAL OF MINUTES**

The minutes of the Full Committee Meeting of 31st July were approved and signed as correct.

3. **MATTERS ARISING**

None.

4. **SECRETARY'S REPORT**

We have received an acknowledgement receipt of payment from Community First regarding the Village Hall's Insurance and Anne has completed the Annual Return for the Charity Commission.

As Anne had not received any disagreement for the suggestion of donating the two large pots outside the foyer to Joe Costa Anne has contacted Cleo Saunders (Gardening Club) who will arrange for their collection once she returns from her holiday.

Anne and Sheila have discussed the contract with Alert Systems who are supposed to maintain the key boxes. All they ever do is grease the bolt within the key box itself, therefore after discussion with Sheila they both agreed Sheila could cancel the contract, which has been done. If we need any support we will just have to pay for it when required. After a brief discussion the Committee agreed with this decision.

AGM and APR meeting date for next year. We should meet on 28th May which is the day after Bank Holiday Monday and inside school holidays so I don't think many people will come. Therefore we need to arrange another date. How about Tuesday 21st May or Thursday 23rd, after a brief discussion it was agreed Thursday 23rd May would be more suitable and Jacqui Bradburn would check with the Parish Council whether this date was acceptable. Also a theme is required, Anne asked for ideas; her two were inviting the Martins Croft Play Area Update Group to the meeting to give a progress report or the Neighbourhood Plan Group to report their progress. Jacqui Bradburn stated that the Parish Council might have a suggestion of their own as they are seeking agreement from the Village to raise precept to purchase a field for additional sports facilities. Jacqui will check with the Parish council and report back.

A discussion then took place regarding a request from the Link organisation on money available for a grant towards the changing of the Denis Sargent room to include a disabled toilet. Anne explained that she was waiting on a response from the Link Chairman regarding how much the grant would actually be before responding to yet another raft of questions.

Correspondence: None.

5. **TREASURER'S REPORT**

Gas Bill 15th September to 15th October, £36
Electric Bill 1st July to 30th September £23 (Standing Charge only)
Labour for painting of Railings £100 = Total cost £317

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200+Club Subscriptions received for 2018/19, £210 = Total to Date £2,610
F.I.T Payment (Solar Panels) 1st July to 30th September £719

October Cinema Night made a profit of £186. The Moviola Service Fee £48 and Postage £5 and the Parish Magazine Back Page Advertisement £18 were paid from sponsorship so profit without sponsorship would have been £115

Total Funds at present £20,478

This comprises of:-

Allocated Hall Funds £1,795

(200+ Club Prize Money 2018/19 £1255 and Cinema/Cinegi Sponsorship £540)

Reserves: £8,000

General Funds £10,683

The current financial year was due to be an excellent year for income **but** in recent months we have unfortunately seen a loss of approximately £2200per annum in regular booking income. £500per annum has been offset by not going ahead with the cloud booking system. A further £500per annum **could** be offset **if** the Fitness Class continues next year. This would then leave a loss of approximately £1200per annum in the regular income. It is fortunate we decided to increase charges from April next year, which should add to the annual income by approximately £400 from the next financial year.

6. MAINTENANCE

Nick Yeates from Enlightened Lighting Ltd visited site on 3rd October where we investigated the issue with Blu Ray 1. Needless to say Blu Ray 1 was working by the time Nick came on site. Nick tried to remove the multi remote control from an automatic update on the web as Nick and Anne believe this is making the equipment appear unstable. Unfortunately there is no option to stop this feature, it is pre-programmed in and even though Nick contacted the supplier they stated it could not be turned off. So we just have to grin and bear it!

Anne discovered that a piece of skirting in the foyer had fallen off so it has been stuck back on again. One of the black curtaining came off the rails at the rear of the stage which Anne has put back on. Jacqui Bradburn mentioned that CMT had found the rail stopper on the floor which Anne had not found and replaced said stopper into the rail so the black curtaining would not now keep falling off the railings. Anne has also tightened all screws in the 8 chairs with arms in the Main Hall.

We are having issues with the youths meeting in the porch outside the Denys Sargent Room. If you remember correctly we had this once before but once the emergency light, which is always lit, was installed they gathered elsewhere. Now these youths seem attracted by the light and of course are well hidden, you only notice them if you walk past the room. They are leaving litter all over the place and Kathleen has found the empty canisters of laughing gas as well. We also had a problem with CMT, after clearing the shed they left rubbish outside the Village Hall for nearly two months; during this time the youngsters found it and started leaving items in front of the Denys Sargent Room and around the grounds. After a lot of chasing CMT regarding the removal of this rubbish they moved it back into the shed; Jacqui Bradburn stated that the rubbish had now been removed from the shed and asked about the broken table. Sheila again stated it could be disposed of. Someone has dumped a table at the rear of the Scout HQ next to the railings. Jackie Bicknell apologised and stated she would investigate and arrange for its disposal. If residents see the grounds looking like a tip it will be treated as one. Anne has checked the web for waste removal companies and discovered they range from £200 to £500 per removal Anne asked the Committee for its permission to contact a waste removal company to remove any large amounts of waste left in the grounds and pass this cost on to the culprit. Kathleen Hall stated that this would depend on the culprit being identified and Jackie Bicknell suggested we use 'Hump it and Dump it' who charge around £80 or if it is a really massive load £160 this is who the Scout Association uses. Anne will make a note of this for future reference.

AN

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Kathleen Hall report that one of the strip lights in the Function Room was continually flashing on and off.

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7. **BOOKING SECRETARY REPORT**

Permission to sell alcohol has been given to:

Harriet Beveridge at a Fundraiser for Colerne Colts on 26th January 2019

Jumping Jacks did not store their toys correctly two weeks running in the store cupboard, not leaving access to cupboards or computer nor leaving the space free below the solar panel box for free air flow. Sheila emailed the two people now in charge of the group who apologised.

Colerne Musical Theatre has taken the decision not to hold a spring show. They will only be hiring the hall, in future, from May to November inclusive. This will, of course, affect the hall's annual income.

The Booking Forms for 2019 will be emailed to the weekly and monthly hirers at the beginning of November and the bookings for 2020 will be emailed at the beginning of December.

The Booking Management Policy is out of date; the items requiring change being highlighted in yellow on the current policy being circulated. Sheila then explained the changes and asked if the committee agreed to the changes; all agreed. The amended Booking Management Policy will be emailed with the minutes.

8. **FUNDRAISING**

200+ CLUB REPORT

Kathleen Hall stated that she was delighted report that we now have 261 shares sold in the 200+ Club! 17 new members had joined the Club and most existing members had renewed. Kathleen reported that for those members who had not rejoined those share numbers had already been sold.

200+ Club August Winners

1 st prize	228	P Hall
2 nd prize	200	Mrs S Dyer
3 rd Prize	242	Mrs F J Brookes

200+ Club September Winners

£237	170	Mrs M Wood
£95	59	Mrs J Trotman
£42.50	7	William Atkinson
£42.50	152	Mr D Bull
£42.50	112	Mrs M Baker
£42.50	90	Mrs N K Guest
£28.50	147	Miss D Reason
£28.50	104	Mrs M Stoneman
£28.50	77	Mrs N Burgess
£28.50	203	Mrs F J Brookes
£24.00	165	Mr R Barker
£24.00	103	Mr P McMahon
£24.00	69	Miss A Nicholas
£24.00	88	Mrs M Bunton

200+ Draw October Winners

1 st prize	181	Mrs C Hibell
2 nd prize	10	Mrs C Moore
3 rd Prize	15	Mrs K Burgess

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COLERNE CINEMA REPORT

Unfortunately Cinegi will not be returning this year so Anne has cancelled the Cinegi screening on 7th December and arranged another film in December with Moviola; 11th December 'The Bromley Boys'. Anne has also advertised this film plus Cinema dates for January and February next year in the Marshfield Magazine which is called 'All Around Marshfield' in the Diary Section which has cost us nothing. A quarter page advertisement for the December film has been placed in the Batheaston Magazine called 'Local Look' which will cost £46.80.

9. AOB and DATE OF NEXT MEETING

Jacqui Bradburn reminded Anne that if she required a full page advertisement in Colerne Musical Theatre's programme to advertise the Cinema could Anne please send her the details by the end of this month.

Mark Solomon asked for information regarding screening films as FRESCO wished to organise an outside screening of a film but did not want to affect the monthly Village Hall cinema. After a discussion where Anne explained how the process worked and the cost associated with screening, Mark thanked everyone and stated he would report back to FRESCO his findings.

The meeting closed at 8:24pm.

The Next Committee Meeting is on Tuesday 29th January 2019 starting at 7:30pm in the Denys Sargent Room.

AN