

Sutton St. Nicholas Village Hall Charity

Registered Charity Number: 257392

Minutes of meeting

Thursday, 29th January 2015

Attendees: Jonathan Blackman, Ron Gow, Ann Potter, Ann Burke, Judy Stevenson, Dan Walker, Mike Winnell, Eileen Dilley

Apologies for absence: none

1. Matters from last meeting

Meeting with school 2/12/14 - Mike, Colin Burks, trend engineer

- a. School are re-introducing the intruder alarm at their expense. It will be key operated.
- b. Utilities:
 - o Gas: there is a single meter for the whole site including the joint-use hall, and a submeter for the heating of the separate village hall spaces (small hall, kitchen and meeting room). The readings from the sub-meter could be taken monthly when the school record the main meter.
 - o Heating water: for basins, not possible to separate this out, the bill is not large
 - o Electricity meter: Mike still to ask Colin Burks
 - o Village Hall pays 35% and 18% of bills, which was a figure worked out by HC some years ago based on other shared facilities. We could do an estimate of what we would expect to be paying by calculating the number of booked hours

Action: Mike to email Colin Burks about a separate electricity meter, a separate water meter, arranging for school caretaker to take gas sub-meter readings, and for a meeting to progress these matters.

Ann B to provide the number of booked hours (monthly and annually?)

Heating issues

- Thermostat to be moved into small hall and to set to 20°C

Action: Ron to ask Paul Larratt to undertake this

- Heating of halls is still a big problem, with the heating on Sundays or Mondays when not asked for, and heating off on Tuesday evenings when required. The caretaker is provided with all the bookings and should ensure the heating timer goes on 1 hour before event and turn off at the end. This is not happening as it should be.

Action: Judy write to school to enquire why this is happening and to request accurate timing. Ann and Ann to report the times, days/dates when the problems have occurred, and to keep a note of any in the future

- Blow heaters in the kitchen, a problem

Action: Ron to ask Paul Larrett to look into it

Front door

Missing upper bolt from the glass side panel has been replaced and the door now closes correctly

Car park

- Parking signs are considered to be ineffectual, positioning is not ideal and vans/cars still parking at weekends and overnight.

Action: Judy to produce a leaflet to go on windscreen

- Disabled bays are not in the best location as not near the ramp. To look into re-locating the bays when the lines of the current ones fade.

2. Village Hall finance report

As reported at the AGM, see appendix
Additionally, outstanding charges cancelled

3. Hiring report

As AB reported at the AGM. Some enquiries received for regular bookings, but nothing firmed up. Sequence dancing numbers are dwindling so may come to an end. A few regular slots available for booking Fridays and during the day

4. Hall Maintenance matters

As covered in the AGM and no. 1 above.

5. Fund raising matters

Silent film evening. Saturday 21st March 7.30pm. Two shorts, food served, then The Artist

Action: Ron to organise films, Eileen to coordinate food with others, All plan meeting 26th Feb

Murder mystery to be held on Saturday 13th June 'Midsummer Murder' with supper.

Action: Mike to progress

Police choir

Action: Jonathan to look into this

6. Any other business

Gift aid declarations for donation

Action: Ron to look into gift aid

7. Date for the next meetings: Thursday 26th Feb 7.30 1hr meeting for Silent Film evening. Monday 13th April 7.30 committee meeting

Appendix 1

SUTTON ST NICHOLAS VILLAGE HALL CHARITY

ACCOUNTS - YEAR ENDED 31ST DECEMBER 2014

BANK RECONCILIATION

Balance at Year End 2013	6737.96
Paid In (including 670.50 relating to 2013)	10281.72
Paid Out (including £867.16 relating to 2013)	-9301.02
Balance at bank	7718.66

Receipts Analysis:

Bookings Revenue:

T Walmsley - Training	250.00
Krysia Hicks - Fitness	564.30
Emma Caldwell- Fitness	890.28
Miranda Davis -Fitness	313.65
Gemma Griffith - Little Notes Music	424.58
Ann Potter - Sequence Dance Club	1410.60
Ann Potter - Lunch Club	70.00
Eileen Dilley -Sutton & Herefordshire WI	245.30
Ron Gow- Sutton Gardeners Club	177.70
Vanessa Jones- Hobbies Club	25.00
Hereford Wheelers	757.36
Sutton PCC - Harvest Supper	20.00
Tracy Ridgeway -Childrens Craft	106.20
Brownie Holiday	150.00
Ken Pearce - Tai Chi	312.00
Birthday Parties etc.	986.00
Herefordshire Council -Election	569.00
Miscellaneous bookings	246.00

Events Revenue:

Race Night Sponsorship & Ticket Sales	1326.00
Rail Choir	601.75
Despicable Me 2	65.50
Fete Committee - Donation	100.00
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	9611.22

SUTTON ST NICHOLAS VILLAGE HALL CHARITY

ACCOUNTS : YEAR ENDEDE 31ST DECEMBER 2014

Payments Analysis:

Gas and Electricity Charges	2494.00
Herefordshire Council - Licence	70.00
Electrical Repairs	197.88
Fire Appliance Service	5.28
Replacement Double Glazed units for door	237.60
Replacement batteries for washbasins	14.98
No Parking signs	42.00
Cleaning 51 weeks x 25.50	1300.50
Paper Towels, Toilet Rolls & Cleaning Materials etc	229.46
Treasurer's Expenses - Postage & Printing	26.00
Insurance	387.95
Sutton Academy - 50% Water Charges 2013/2014	512.34
Sutton Academy- 20% Building Insurance April 14/Mar 15	532.60
Race Night Expenses	659.68
Arts Alive - Despicable Me 2	89.00
Additional China for Kitchen	226.08
Tables	1304.33
Burco Water Boiler	115.15

Replacement /Refund Cheques

Growing Local	70.00	
Emma Caldwell	50.00	120.00
Copy statement fee		10.00
Returned cheques	Ride on Bikes 95.00 (re-presented)	145.00
	Miss Ahearne 50.00 cheque stopped	
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		8719.83

Payment Cheques yet to be presented:

West Mercia Energy	285.97	-285.97
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		8433.86