

# Minutes of Video Meeting

## Held on

### Wednesday 1st April 2020

Present:

Committee:

- Karl Jenkins - Chair (KJ)
- Carolyn Frostwick - Treasurer (CF)
- Bill Barrie (BB)
- Brian Godfrey (BG)
- Steve Howden – Secretary (SH)

Members of the Public - Meriel Godfrey (MG), Rebecca Budenberg, Becki Howden, Kellie Garner

- |            |  |        |
|------------|--|--------|
| <b>1</b>   | <b>Apologies for Absence</b><br>Apologies were received from Stacey Brindle, David Tuffs, Tom and Ann Price  | Action |
| <b>2</b>   | <b>Minutes of Previous Meeting</b><br>The Minutes of the Meeting held on Monday 17 February 2020 were approved and will be electronically signed by the Chair.   |        |
| <b>3.1</b> | <b>Matters arising from the Minutes</b>  |        |
|            | <ul style="list-style-type: none"> <li>• It was agreed to stop charging all regular users of the hall starting from 20 March until such time as the Government declare that premises such Village Halls can re-open. An email to all users is to be sent to confirm this.</li> </ul> | BB     |
|            | <ul style="list-style-type: none"> <li>• It appears we can apply for a Government Grant for loss of income, an application will be made</li> </ul>   | CF     |
|            | <ul style="list-style-type: none"> <li>• MG reported that Jamie had quoted here £36 to kill off the tree stump. It was agreed to go ahead with this</li> </ul>   |        |
|            | <ul style="list-style-type: none"> <li>• The new tables have been delivered and the 3 old ones been put into storage in the rear store</li> </ul>  |        |

#### 4.1 Chairman's Report

The Chairman had no issues to raise that are not covered elsewhere in the Agenda.

#### 4.2 Treasurer's Report

The accounting year ended on 31 March 2020 and the accounts are complete.

The overall position at the year end is a deficit of £781.31. The income is fairly steady compared with the previous year. The investment income covers two years as the passbook was not updated in time for the previous year end.

The general running expenses are also comparable with the previous year. Electricity is reduced as we had paid some estimated bills in the previous period and once the meter readings were taken this was corrected. A smart meter has now been fitted so bills will be accurate in future.

The gas and electricity contracts have both been renewed recently. The supplier has not been changed but the charges have been reduced. The water contract was renewed but because the charge for water is fixed the only saving that could be achieved was in the standing charges. For a saving of less than £2.00 a year it was decided not worth the hassle of changing.

The deficit has arisen as our general maintenance costs increased this year with the following being the major items of additional expense:

UK Treeworks	1,144.00
Windows and double glazing	695.00
Alden Electrics	594.00
Jonathan Daulby	535.00
Total significant additional maintenance items	£2,968.00

The fund for chairs and tables stands at a temporary deficit of £11.79. This will become a surplus of £506 once Gift Aid has been claimed. Unless we need more tables, chairs, or trolleys the surplus will be added to the Restoration Fund in accordance with the instructions of the donors. It was thought some of the remaining tables could be repaired but in view of the funds available it may be more cost effective to replace them. BG will investigate.

BG

The funds raised for the restoration project have increased by a net in the year £5,572 after taking account of some professional fees incurred. This includes the Gift Aid claim of £3,842.

The accounts are attached as an appendix to the Minutes.

#### 4.3 Restoration Fund

Minerva Fundraising have been appointed to help with the funding applications. Drawings, costings and timescales for each phase have now been sent to the trustees for comment/approval. Copies of these have also been sent to all committee members. Sheelagh is now putting together the working drawings for use with tendering. The working party is due to meet again on 9th April and to also meet with Minerva on 28th April. Both will be zoom meetings.

BG asked for it to be minuted that he had forwarded details of an alternative fundraiser, however the decision has been made to proceed with Minerva.

#### 4.4 Caretaking

- Repair to footpath - The quotation given was felt to be too expensive. MG will investigate a cheaper option
- Signs showing that the Hall is currently closed are to be put onto both gates
- New Amelanchier tree needs proper stake and pipe adding to enable efficient watering. A protective cage will also be put in place. MG will talk with Jamie to get this done
- New fence posts have been put in place to secure damaged fence
- It was decided not to progress with adding the sensor to the urinals as the hall is not currently in use
- Basic tools have been donated. A hose is needed for tree watering. SH may donate suitable hose
- An accident book has been purchased

MG

MG

#### 4.5 Bookings

- All bookings cancelled.
- Tentative bookings can be made for September onwards
- No bookings for weddings to be accepted due to likely disruption due to building works

#### 4.6 Defibrillator

- Checks up to date.

#### 5 Forthcoming Events

11th September - Gin Tasting Evening.

#### 9 Any Other Business

No items were reported this month

#### 10 Public Question Time

No items this month

#### 11 Date of Next Meeting

The next Committee meeting will be on 18 May 2020 at 7:30pm. This will be a video meeting.

**There being no further business the meeting closed at 8:15pm**

**Medbourne Village Hall Trust**  
**Income and Expenditure Account**  
**Year to 31 March 2020**

		2020	2019
		£	£
<b>Income</b>			
Hire of Hall	Playgroup	5,175.00	4,565.00
	Tiddly Winks	220.00	496.00
	Scouts	942.50	1,004.00
	Others	3,640.00	2,417.00
	Consulting Room	600.00	1,500.00
	Miscellaneous Income/Donations	-	444.00
		<u>10,577.50</u>	<u>10,426.00</u>
Rate Precept		-	-
Investment Income		498.25	-
<b>Total Income - Ordinary activities</b>		<b><u>11,075.75</u></b>	<b><u>10,426.00</u></b>
<b>Less Expenses</b>			
Electricity		260.29	435.78
Gas		1,395.15	1,360.15
Water		436.38	374.91
Insurance		1,109.89	1,142.36
Rent		-	118.23
Caretaking Incl. Materials		3,973.16	2,854.88
Maintenance	Grounds	2,072.00	205.00
Maintenance	Buildings	2,610.19	1,438.86
<b>Total Expenses</b>		<b><u>11,857.06</u></b>	<b><u>7,930.17</u></b>
		(781.31)	2,495.83
Redecorating/roof repairs		0.00	(10,302.00)
<b>Net Surplus/(Deficit) Ordinary Activities</b>		<b><u>(781.31)</u></b>	<b><u>(7,806.17)</u></b>
Donations for chairs and tables		5,735.00	
Cost of chairs & tables		<u>5,746.79</u>	
Balance held (Gift Aid to claim £ 517)		(11.79)	
<b>Restoration Fund - B/F</b>		19,942.21	17,106.57
Donations Received		4,227.41	164.65
Fund Raising		2,005.83	2,670.99
Gift Aid			
Expenses Incurred		(660.00)	0.00
Current Balance		<u>25,515.45</u>	<u>19,942.21</u>
Defibrillator Fund	Transferred Jan 2017	<u>2,373.63</u>	<u>2,373.63</u>

**Medbourne Village Hall Trust**  
**Statement of Capital**  
**Year to 31 March 2020**

Brought Forward	Santander current account	19,577.33	25,126.50
	Cash Balance	452.64	11.00
	MHBS	<u>31,659.69</u>	<u>31,659.69</u>
Total		<u>51,689.66</u>	<u>56,797.19</u>
Total Surplus/Deficit in year		(793.10)	(7,835.17)
Restoration Fund Receipts/Expenses		5,573.24	2,835.64
Defibrillator Fund Receipts/Expenses		<u>0.00</u>	<u>(108.00)</u>
Balance Carried Forward		<u><u>56,469.80</u></u>	<u><u>51,689.66</u></u>
Represented by	Santander current account	23,842.66	19,577.33
	Cash Balance	469.20	452.64
	MHBS	<u>32,157.94</u>	<u>31,659.69</u>
		<u><u>56,469.80</u></u>	<u><u>51,689.66</u></u>
Designated Funds Held	Defibrillator Fund	2,373.63	2,373.63
	Pledged to Restoration Fund	15,000.00	15,000.00
	Appeal Fund	<u>25,515.45</u>	<u>19,942.21</u>
		<u>42,889.08</u>	<u>37,315.84</u>
	Balance	13,580.72	14,373.82