

North Cadbury Village Hall Committee Virtual meeting 11th March 2021

As the Covid-19 emergency rules do not allow for our meeting, reports and comments were sent to the secretary and all committee members to read, ask questions or make comment by return email. The minutes have been drawn up from these emails.

1. Committee – Robin informed everyone that Lynn Saffer had resigned as the Camelot Players representative. He will cover this until a new representative can be found.

2. Minutes of committee meeting 7th January 2021

These had been circulated previously. The Chairman agreed them. There were no comments from any other committee members. The minutes will need to be signed when the committee is able to meet in the future.

3. Matters arising not included elsewhere on the agenda

4. Use of the Hall under current Covid-19 rules

The Hall remains closed under Covid regulations. The playing field remains open with social distancing in place.

Robin informed the committee that the Acre report dated 1st March 2021 had been helpful and his interpretation of the rules is that we can re-open the hall to “Parent and Child groups” from 12th April. This includes the Toddler Group and the Daisy Foundation in our case. If we schedule our next committee meeting after 17th May then we could meet inside the hall using the 50% capacity for controlled indoor events rule.

5. Treasurer's report

Andy's report and supporting documentation had been circulated by email to the committee, including a Budget forecast to March 2022.

At the end of February, the total cleared credit balance was £27,553, an increase of £2,223 from the total at the end of December. This balance does not include the Feb Cottage Rent payment of £700 (paid 27th) as the February statement was dated 26th. Barclays date their monthly statements at the last working day of the month, rather than the last day of the month, even though the statements are all produced automatically by computer! The balances held on 26th February were £1,103 in the Community Account, £22,826 in the Business Saver Account, £3,505 in the Cottage Reserve Account and £119 cash.

Grass Cutting

I have received two quotes. The one from our existing contractor is for a weekly cut at £52 plus strimming every 2nd week at £12.50. Assuming the same number of cuts as last year this equates to £1,851.50. The second quote is from a company recommended by Becky Carter (Parish Clerk) and is for a fixed price of £1,730, for at least 30 cuts during the growing season, 1 winter cut (weather permitting), and borders strimmed every second cut.

Budget

In the current circumstances it is not easy to budget with any great confidence. The attached budget is based on the following assumptions:

- COVID-19 Restrictions – I am assuming that these are relaxed according to the government's 'roadmap' and that there are no setbacks.
- Lettings – Daisy classes and Toddlers should be able to resume in April, Table Tennis and Pilates in May, and the Gardening Club in June. I am assuming that the Bowls Club, Bridge Club, Women's Group and Art Classes will resume in September but that the Doctor's surgery will not return. I have not allowed for any Bowls or Table Tennis matches. I have not allowed for any casual bookings.
- Electricity – Usage is estimated according to prior years, with allowances made for less bookings. Standing Charges will rise by 375% from April due to new government TCR charges!
- Other Running Costs – I am not aware of any forthcoming maintenance costs, other than fire extinguisher servicing. Repairs and Consumables are budgeted at the historical average.
- Performing Right Royalties – These will be much reduced due to COVID.
- Insurance – Same as this year
- 200 Club Subs – I am hopeful that current subscriber levels can be maintained.
- Coffee Mornings – We should be able to restart these in June.
- Take Art – I have not budgeted for any performances. If anything does go ahead the income will be a bonus.
- Pancakes and Quiz – Again nothing expected.
- Film nights – These are booked for Oct, Nov, Jan, Feb & Mar and hopefully will be allowed to go ahead.
- Camelot Players – I have assumed that a December pantomime will go ahead.
- Grants – We have received another £2,096 COVID Support payment. I have not budgeted for any more in the future. The only other expected grant is the annual one from the Parish Council.
- Bar – I have assumed that we will make profits on the bar for Film nights and the pantomime but have not allowed for any other bar takings. The figures shown against Bar Income are expected net profits.
- Cottage – We need to have the thatch ridge repaired. A quote has been received for £6,380 plus VAT on materials but does not specify what the material costs are going to be. I have allowed for £7,000 in total. Maintenance has been budgeted based on historical averages, but I have not included costs for the renovations identified by James in his report.
- Playground – I have included costs of £200 for materials to recondition the existing play equipment, £1,600 for trees and benches, and £2,500 for play equipment. I have not budgeted for us receiving any grants towards these costs.

Based on these figures it is likely that expenditure will exceed income by about £5,300 between 1/3/21 and 31/3/22, and that we will have approximately £22,500 in our accounts

at 31/3/22. This does leave scope for renovation / improvement works to be done on the Cottage, while still protecting our Reserve Fund.

Committee was asked to vote on the grass cutting quotes Andy had provided – the vote was done by each committee member emailing Andy. After this vote, it was decided to ask our current contractor, Simon Pett, to continue cutting and strimming for a further year.

We are waiting for a second quote for repairing the cottage thatch.

6. Booking Secretary's report

Esther reported that Rob Sage has now amended and updated all contact details for NCVH Bookings in our advert in The Excalibur Magazine.

There is a one-off booking from SSDC Thursday 6th May 2021 for use as a Polling Station. Nici Foulton (Daisy Foundation) wishes to resume her bookings from April 13th until July 20th, 2021 on Tuesdays, 10:45 – 12:15, 2021 in the Reading Room.

Gardening Club meetings due 17th March & 21st April have been cancelled due to the continued Covid restrictions; however, they would like to host their annual plant sale on the afternoon of 29th May, possibly outside.

The Village Hall website calendar is to be reinstated now that we have a trickle of bookings coming in.

7. 200 Club

Juliette reported that she, Robin and Jay continue to meet over the garden fence each month and draw the lottery winners which are then posted outside the Village Shop. The same will apply until we can meet for the Coffee Morning in the Hall. Juliette has all the kit when this can happen. She will be sending out renewal notices at the end of April - it may well be that those who joined last year will have had an entire year without a meeting

8. Hall

- a) Stage doors – on hold because of lockdown.
- b) The main hall and Reading Room have been cleaned weekly throughout lockdown and I have carried out twice weekly inspections. Robin does not foresee any problems relating to re-opening to the public from 12th April. He will organise a premises risk assessment inspection.

9. Playing Field

Report from the Playing Field Working Group. 11th March 2021

Group: Brian, John, Juliette, Liz, Marcus.

Since the last meeting, progress has been made on the proposed copse together with suggested new equipment and grant applications.

1) Proposed Copse: Attached is the layout and variety of trees to be planted, all compiled by Juliette, and agreed by the group. This does not encroach on the play area and leaves plenty of room in the rest of the field to 'kick a ball about' It also incorporates the two jubilee trees. The new trees are fast growing and will reach maturity in 5+/- years. We intend to involve the children from the school to assist in the planting, all be it only with a trowel. If it

is agreed to go ahead with this project, planting will take place in the period October to January depending on the season.

Picnic Benches. We are planning to purchase two wood adult benches and one children's bench. We have been promised a good discount from Galhampton Stores and possibly a donation with appropriate signage to that effect.

Stone Circle. 2.80m. This will be inlaid and of weathered sandstone. The idea is that if parents want to bring a small BBQ set, they can use this area.

Anticipated Cost: Trees £695 Inc. VAT. Benches £450 +/- Stone Circle £330. Stakes, Ties etc £100. Total £1,600+/-

2) New Equipment. Playing field equipment is very expensive and we therefore have to accept that even with grants we will only be able to afford simple basic structures. Based on parent's comments, we are suggesting agility type equipment. The suggestions are attached. They both cost in the region of £2,500 and would be placed at the top end of the play area.

3) Grants. I have applied for two grants. £2,500 from The Somerset Fund and £3,000 from The Screwfix Foundation. Somerset confirmed receipt and the application is now being assessed. We should know if we are successful by mid-March. We have had no confirmation from Screwfix. We hope the committee will agree that the copse is not reliant on receiving the grant. If we were successful with both grants, we could consider larger play area equipment.

4) Maintenance of Existing Equipment. It is planned to check and re-paint all equipment this spring. We are suggesting using a bright range of colours. We suggest that this work should take place in late March/early April after we have had a good spell of dry weather.

Volunteers will be needed so please contact Brian if you are able to help.

Robin informed committee that he has walked around the area designated for the copse and measured up the available space. It does fit in surprisingly well and there will be more than enough space for use as a play area including kicking a ball around. The new trees have been selected such that they will not grow too big nor too widespread. More seating, or picnic tables, are required but he thinks they need to be placed on a hard standing to reduce wear on the grass but also to make grass cutting easier.

The second area behind the hall and along the Woolston Road has been discussed at previous meetings with the intention to tidy the space up and make it more attractive to the community.

A new piece of activity play equipment has been suggested but the exact location will need to be decided.

Much of this new work depends on the success of our grant applications however, there is much we can do ourselves in the meantime and Brian hopes to organise work parties to clean up and improve the existing play equipment.

10. Cottage

Ridge thatch - We have a quote from R J Wright for £6,380 plus VAT on materials. (Labour is VAT free). We are awaiting a quote from another contractor before deciding on who will do the work. We may need listed building consent - Robin will check on this.

Cottage report - James had produced a report that had been circulated to all committee members. This lists issues that need consideration. Robin thanked James for producing this report. Due to the Covid lockdown rules we have not been able to carry out our property inspections but most of the items in the report are known. We did try to replace some of

the window frames a few years ago but the SSDC Conservation Officer at the time would not allow it. He suggested that they should be “sympathetically repaired” so we filled and painted them. Secondary glazing is considered acceptable and Robin was considering this option when events overtook us all. We can look at everything once it is (Covid) safe to do so and if there is an issue with a wall, we can call them in again to offer their advice. This report will need consideration and discussion.

11. Social and fundraising events

Robin informed committee that we have missed out on the pancake evening and Spring quiz

- a) Film nights already pre-booked
- b) Pantomime - If Covid regulations are lifted on 21st June, rehearsals will begin for our December Camelot Players Pantomime dates are already in the Hall diary.
- c) Quiz Night

We should be able to hold the Autumn quiz (October 30th?).

- d) Take Art

Jan and Graham reported that various meetings for Take Art promoters have been held via Zoom and the first set of artists will be announced next week.

The programme will be in three sections: -

Menu 1: Totally Local **outdoor** performances for June-Sept 2021 (out next week with a booking deadline by 5th April, Easter Monday)

This will comprise of mainly Theatre, Dance and Circus work. Some short pieces and some longer ones. They can be combined. Little music in this selection but aimed at a younger audience in the main. We will issue the options when we get them.

Menu 2: Take Art indoor & outdoor performances for summer/autumn 2021 (due out w/c 19th April, booking by Mid May) – Shows July to End Oct

This is a more traditional Take Art programme, music and dance and theatre. Shows will be indoor and /or outdoor productions.

Menu 3: Take Art indoor performances for winter/spring 2021/22 (due out w/c 16th August)

A reduced Winter programme (Nov – Mar) as they are focussed on ensuring artists costs are fully covered by the takings and Take Art subsidies.

We would need to be conscious of any other Village events such as School Fetes etc that might clash.

- e) Comedy Night information

Andy had passed to Jan and Graham, an enquiry from a comedy company (Comedy at Work - it is not a Take Art production). They supply 4 or 5 comedians plus a compere and pay for the hall. They get the ticket takings but we get all bar / ice cream / food takings. Normally hire hall for 3 – 4 hours eg. Open at 1900, show starts at 1930 for 1.5 – 2 hrs then tidy up afterwards. Interval for more drinks etc. We would need to sell 60+ tickets at £12.50 each to make it viable.

- f) The Queens Platinum Jubilee

Next Year it is 70 years (June 2022) since Queen Elizabeth II ascended the throne. Robin informed committee that these events are a Parish celebration which we will fully support.

12. AOB - None

13. Future meetings

Thursday 20th May – in the Hall (Covid regulations permitting)