

North Cadbury Village Hall Committee
Minutes of the meeting 20th May 2021

Present: Mr R Russell, Mr J Watts, Mr A Bentley, Mrs E Watts, Mrs J Roseveare, Mrs A Cook, Mr J Rundle, Mr A Keys-Toyer, Mr B Morris Mrs N Wilson, Mr D Loe, Mrs J Jennings and Mr G Jennings

Apologies: Mrs L Hall-Say

1. Committee – Robin informed the committee of his visit to Lynn Saffer before her death.
2. Minutes of committee meeting.

Ann informed the committee that as our Governing Document does not contain a clause stating that this committee can meet virtually or use telephone or email facilities, any ‘virtual meetings’ using email communications were carried out in this way to ensure good governance of this charity.

Minutes of the meetings held in September and November 2020 and January and March 2021 had been circulated to all the committee and opportunity to amend these had been given.

Robin asked if committee agreed the minutes as written. These were then signed.
3. Matters arising not included elsewhere on the agenda
 - a. Electrical inspections – Robin reported that the kitchen inspection was due in November 2021. The Reading Room inspection had not been done due to the pandemic when the Hall was closed. The inspection of the toilet area is due. It was agreed to arrange for all these checks to be done in August. This would then cover a five-year period.

Inspection of the stage lights and the cottage electrics would be due in 2025.
 - b. Wi-Fi for the Hall - Robin reported that Wessex Internet are offering deals to village halls. Discussion took place regarding the usefulness of having Wi-Fi for a card reader of use at the bar and to stream ‘free from air’ items if this was thought possible in the future. James explained that local Wi-Fi is running at a good speed as the cable is already in place through the main village. Robin will speak to Wessex. Cost needs to be discussed before decision on which provider would give best value.
 - c. Bar Stock – Robin has done the stock take. There are some items that are past their best before date so should be disposed of.
4. Ann informed the committee that this left a representative vacancy for Camelot Players, as there continues to be for the Women’s Group and the Toddler Group.

We can co-opt one other person if anyone comes forward who is interested in joining this Management Committee.
5. Use of the Hall under current Covid-19 rules
The Hall can be used under the rules dated from 17th May. Robin is updating the risk assessment.

6. Treasurer's report

Andy's report and supporting documentation for March and April 2021 had been circulated by email to the committee.

The total cleared credit balance was £30,997, an increase of £2,792 from the total at the end of February. This balance does not include two 200 Club Renewal payments totalling £48 received 30th April as the April statement is dated 29th. The balances held on 29th April were £1,847 in the Community Account, £24,826 in the Business Saver Account, £4,205 in the Cottage Reserve Account and £119 cash.

Income during this period has been £276 for 200 club subs, another £2,096 COVID Support Grant via SSDC, the annual Parish Council grant (£150), £60 in Donations (all 200 Club prizes returned to the hall) and a small amount of interest.

In addition to the normal expenditure on electricity, cleaning and 200 Club prizes we also paid our annual CCS subscription (£100). £205 has been spent on materials to refurbish the play equipment in the playing field.

Revised Budget

We have been advised by SSDC that our application for a further Covid-19 Business Grant has been successful and that we should receive a further £8,000. That income is additional to previous estimates and now means that we should have approximately £30,500 in our accounts at 31/3/22, giving further scope for refurbishment of the cottage and/or additional playground equipment.

The annual accounts are being passed to our Independent Examiner.

Robin thanked Andy for his work on the accounts and budget.

7. Trustees Report to 31st March 2021 – Robin will send this to all committee to check before it is sent to the Charity Commission.

8. Booking Secretary's report

Esther had circulated her report to committee prior to the meetings.

Polling Day - presumptions were made by the hirer that the Bookings Secretary would be readily available in person to receive personnel and poll booths. This has now been addressed and the clients are going to phone in advance in the future. The day appeared to go well with the hall left in good order. We hope to have repeat business.

The 'spare' key held by the village shop has been passed to Emily Whitelock of the Toddler Group. This has been recorded.

Daisy Foundation, Gardening Club, Toddler Group, Table Tennis all have meetings booked – these can be found on our website calendar. Film nights are booked in.

Pilates has not renewed the booking.

There are bookings for the Gardening Club plant sale, Primary School Play and rehearsals, and a private hire on 5th June. St Michael's will be hiring equipment on 30th June.

Keys – Esther will update the key list. All committee are asked to let her know what Hall keys that have.

9. 200 Club - Juliette reported that most people have renewed their membership and reminders have been sent out. Coffee mornings will restart on 29th May under Covid-safe guidance. Committee agreed that Esther Watts be added to the signatories for the lottery return with Juliette Roseveare continuing as the Promoter. Robin Russell and Andy Bentley continue as signatories.

10. Hallmark renewal – we have asked to postpone our renewal until 2022.

Robin explained to the committee what renewal involved. Information on the relevance of having Hallmarks 1-3 was also explained.

11. Hall

- a) Stage doors – no update
- b) The main hall and Reading Room have been cleaned weekly throughout lockdown. User groups must ensure that they clean the area used after their meetings. Reps are asked to pass this onto their groups.

12. Cottage

Ridge thatch – Robin reported that this will be repaired in the autumn at a cost of £7000. Landlords' inspection will be arranged this month by Robin. Another member of the committee will need to be present. The tenants have noted several minor problems that need to be addressed.

Committee have all received a copy of the report completed by James. Robin and James will discuss further. Ann raised the matter of items in the report that are written in red – these need to be monitored. Other matters in the report to be considered after the Landlord's inspection.

13. Playing Field

Brian's report had been circulated prior to the meeting.

The playing field group is comprised of Brian, John Rundle, Liz Hall-Say, Juliette Roseveare and Marcus (Tim) Gilbert, who has been co-opted from the community.

Repairs have been made to play equipment and painting has been done by Brian, Robin, John, Tim, and Andy Keys-Toyer. The committee thanked them for their hard work as the equipment now looks much more inviting to use.

Trees -13 have been ordered costing £800. Ties, Stakes and Compost estimated £60 plus £20 for any miscellaneous costs re playground planting. Expected total cost of phase 1 & 2 of the playground improvements to be £1,685.

The area for planting near the front wall may require use of digging equipment as there is stone rubble underneath the grass. John will make enquires with the Court gardener.

Benches – two have been put in place and anchored - cost £600 These can be moved if they cause difficulty for mowing. Strimming around them will be an additional cost and is likely to result in additional cost in next years quote.

Bins – we cannot have more than two bins emptied by SSDC Street Scene. We need consider moving the small bin adjacent to the play equipment and replacing it with a larger bin in a more prominent position to encourage use by all playground users.

New Equipment - James asked who had issued the questionnaire that was given to the Primary School parents as committee had not seen this document or the responses. He would like these circulated. Brian reported that Sue Gilbert (Parish Councillor) had assisted with this process.

Brian advised committee that he had approached Lapsett for quote for equipment to enhance current items. Quotes from two other providers will need to be obtained. There is a second company willing to provide advice and a quotation. Committee discussed provision. Toddler age children appear to have less equipment to use.

Grant applications were made but not successful. Brian approached the Parish Council for their support and possible grant in the future. We should explore other grant schemes and consider village fundraising. Esther has ideas about ways to fund raise for equipment. When further information and quotes are available, Committee will need to discuss whether to purchase additional items or to have a full replacement, which could be in the region of £20,000.

Andy advised committee that consideration could be given to using current funds towards equipment but this has to be considered against the cost of work required on the cottage. Robin proposed that we consider all options and if full replacement is decided on, that this be deferred until 2022.

Grass cutting – Andy reported that the Parish Council will require three quotes for future grants and the contract will have to be for a two-year period. He has found it difficult to get even second quotes in the past. We must comply with Parish Council request as any grants they provide have to be considered in their budget for the precept.

Water butt – this will be put in place.

Missing fence section to be replaced. The fence requires checking for damage as neighbouring properties are allowing their hedges to grow through it.

14. Health and safety inspections – Robin will organise these. Committee members will be needed to help with this.

15. Social and fundraising events

- a) Film nights - David has booked dates in Hall diary. Programme of films to be considered by him and other committee members interested in making selection. The curtain of front internal window needs fixing to ensure a better blackout can be maintained when the security light comes on. John and his wife have agreed to run the bar on film nights. James will investigate projector costs and streaming options that can be considered to reduce costs.
- b) Camelot Players Pantomime in December – panto will be Snow White. Casting and rehearsals will be planned as Covid rules allow.
- c) Take Art – Jan and Graham had circulated their report prior to the meeting. Outdoor Take Art events did not seem possible for our situation. The autumn programme for indoor events is awaited. Ann will meet with Jan and Graham to discuss how Take Art events have been carried out at the hall and help choose suitable events to bid for.
A comedy night could be a possibility but depends on the type of comedy on offer and how it might suit our community.
- d) Village picnic – this has been suggested to get the community together once Government ends the Covid rules on social distancing and numbers who can meet outdoors. There are many new people in our community. Committee could open the bar or provide tea & coffee.
- e) Race Night – The Rotary Club has offered the chance to do a joint fundraiser as we have done previously with anything raised being split 50/50. Graham will liaise with them and Esther on a suitable date, hopefully this summer. Anyone able to help with this should contact Graham and Jan.
- f) Quiz – provisional date 30th October. Robin will contact possible quiz masters.

- g) The Queens Platinum Jubilee – committee will wait to see what information comes from Government Ministers and Parish Council. James suggested that we liaise with the Catash as they may also wish to put special arrangements in place if the proposed change of Bank Holiday date is agreed.
- h) Harvest Lunch – Ann has contacted our Churchwarden, Caroline, about a possible date for this community event that follows the Harvest Service. She will let Esther know when a date is set. Nicky will also speak to Caroline and the PCC about this.
- i) Pancake evening – Shrove Tuesday is 1st March 2022. We need to consider approaching Stephanie Dunlop about the possibility of cooking pancakes for us.

16. AOB

- a. Andy asked if committee wished the Hall to be included in the 'Amazon Smile' fundraising list, which gives half of 1% of a sale to the charity. It was agreed that he should set this up. Facebook page will be used to spread the word on this.
- b. Esther will make the monthly Excalibur report.

17. Future meetings

Thursday 8th July and 9th September – in the Hall (Covid regulations permitting)