

## **Findon Village Hall Trust**

**24<sup>th</sup> May 2017**

**Attendees:** Judith Davies; Richie Line; James Heasman; Karen Roffey; Peter Lewis; Bob Barber; Trish Sclanders; Pat Canavan; Molly Brooks

**In attendance:** Phil Clark

### **Apologies:**

Catherine Gear  
Christina Bedford  
Peter Rodgers  
Bob Eastabrook

### **Matters arising from minutes of previous meeting held on 24<sup>th</sup> March 2017**

- Pat sought clarification on the treasurer's report. Karen explained that there had been a typo.
- Pat asked whether she could see a breakdown on the figures.

**ACTION:** Karen will print out spreadsheet and

Email to Pat

- Judith explained the general maintenance of the hall had increased overheads, this included recent electrical work, and recent outbuilding erection had increased the insurance premium.

It was essential that the hiring of the hall cover the costs, as fundraising events were maintained separately as per charities commission requirements.

- The minutes were agreed.

### **Correspondence**

- A meeting had been taken discuss the recurrent bookings of regular hirers.
  - It was suggested that the booking year will be moved in line with the financial year and would run from 1st September each year until 31st August.
  - Regular hirers will receive confirmation of their dates for the forthcoming year during June with the latest conditions of hire, and will be required to confirm their agreement by 31st August each year.
  - If a hirer, did not confirm dates then these would be released.
  - If a regular hirer wished to change their dates, this would be accommodated, providing it did not clash with an existing user.
  - One invoice would be issued covering all bookings for the forthcoming year. No further invoices would be raised and payment terms will normally be one month in arrears.
  - If payment terms not complied with, then bookings will be cancelled.
  - James highlighted that to ensure regular hirers were not disadvantaged; bookings would be made for two years during 2017. (Resulting in hirers receiving dates for 2018 and 2019). From 2018 onwards, hirers would then receive bookings for the second year (i.e. 2020); this would maintain the two year gap.

- Pat was surprised that a new hirer had only requested an hour for their event and queried whether this included 'setting up and removal' of equipment.
  - James advised that the user was aware of the need to ensure this was included within their booking.

**Email - 28/3/17**

- Dave Holden – regarding the 2018 bookings. Judith thanked the 200 club for their flexible approach.

**Email - 20/4/17**

- Charlotte Watson – Findon WI – after it had been necessary to cancel their booking for the general election on 8th June had asked that the FVHT absorb the costs for an alternative venue. It has been explained that recompense from the FVHT was not an option.

**Email - 2/5/17**

- An email been sent to Cissbury Players, following kettles going missing, along with the tombola drum and tables being put in the wrong store. Judith explained that this caused a number of issues, but was now resolved.

**Email - 6/5/17**

- Issue relating to non-payment. The Booking Secretary refused to release key safe code until payment was received. The hirer paid and the key code was released.
- Post box – will be replaced on Thursday 25th May 2017

**Treasurers Report – 24/3/17 – 22/5/17 inclusive**

- Total income – 5720.25  
 Expenditure 4396.18  
 Bookings – 5212.75  
 Maintenance 3187.43

**Final figure of: 1324.07**

- Judith reported that Lambs Tails had raised £236 with £126.55 outgoings. One parent has started fundraising for Lambs Tails. For every pound raised a company will match it. We change the layout of toys and games each week to make the session more exciting. Tina has joined Lambs Tails to help run the Cafe

**Chair-person's Report including Events team**

- Karen would be resigning as treasurer due to family commitments.
  - Judith highlighted the additional work previously undertaken and thanked Karen for all her hard work.
  - Pat also thanked Karen for her hard work.
- Phil Clark has stepped in to take over the Treasurer.
  - Judith nominated
  - James – seconded
  - Unanimously passed

- The Book-keeper has also given notice; advert has been placed in the Findon News to appoint her replacement.
  - Pat queried amount being paid to a Book Keeper and asked how much she was paid. Judith replied £20 per hour for 7 hours per month maximum. Karen said that we should soon be able to reduce that.
  - It was highlighted that there was a specific skill-set required for this role, including experience on SAGE.

### **Exterior Units**

- Exterior storage units erected, looking smart and tidy.
  - Each storage unit given a name and plaques had been kindly donated by Men in Sheds.
  - Electrics connected.
  - Cissbury Players unit still to have the floor painted. Peter Lewis had volunteered to do this, but has now changed his mind. Judith will ensure the work is completed by an outside contractor..

Peter raised concerns regarding the rental of the unit and painting of the floor, and requested that Judith had said she would contact the Chairman of Cissbury Players, Mr Dave Holder.

- Judith explained that a message had been left on his voicemail, but was still awaiting his call.
- It was noted that £50 per month charge has been administered. Research has shown that £80 per week for a similar storage unit is the average in the area.
- Judith explained that legally there has to be an agreement in place, as Cissbury Players are not a FVHT managed event.

**ACTION: Judith to phone the chairman**

**ACTION: Judith to arrange for floor to be painted.**

### **Planting**

- South Downs National Park (SDNP) has agreed for FVHT to proceed with the planting of different plants including hawthorn holly and berberis. Judith has contacted local gardeners; two quoted £13.00, one x £19.00 per hour, with the work taking two days. Plants are on order

Concerns were raised by Bob Barber, regarding whether they would survive. Judith explained that they were being purchased as container grown, and therefore would be unaffected by seasonal conditions.

A new outside tap was installed outside the Gents toilets to assist with watering. This was kindly installed by Mick Roffey. Judith asked Karen to thank him on the Committees behalf.

### **Extension Plans**

- Plans for Extension filed at SDNP last Friday (19/5/17) at the cost of £770.
  - Archaeological survey. UCL have spoken with SDNP, and advised us that this will not be necessary, but will be available if SDNP need clarification on any item. They will use old maps on file at Chichester.
  - Bat scoping survey complete.
  - Peter enquired as to when the Committee had seen the plans, as he hadn't seen them.
  - Judith advised that the Architect had attended a Committee meeting, where the plans were on display, and the Committee had given them their approval. In

addition to this, there had been a coffee morning, attended by the Architect, and a copy of the Plans had been on public display at the Village House and also on the Parish Council website.

#### **Other**

- Some roof tiles need replacing, Richie has found a sample tile to aid matching of the existing which Judith will pass to Clint Clements.
- Disabled hand and grab rails replaced with a plastic.
- Henry Hoover serviced and will be used as a reserve.
- The car park barrier was ready to be installed, and would have 'STOP' reflective signs attached.
  - There will be a code to access.
  - Pat asked about access for regular bookers
  - Judith advised that they will be opened in the morning by cleaners (one key will fit both padlocks) and locked a intermitant times. Hopefully this will discourage randon parkers.

#### **Events Team**

- Lamb to Loom Coffee Morning was a great success. Graham Langford had brought in lambs to be bottle fed, plus a ewe with twin lambs. A wool spinning demonstration was undertaken, plus also examples of spinning of South Downs wool.
- A LambsTails Tombola, and a name the sheep competition for the children. This event Raised £300.

#### **Summer fete – 17/6/17**

- Theme is fun and games.
- Children procession from Pond Green at 1.30pm.
- Theme is Disney.
- Out-walkers required to escort the children
  - James advised that he would ask Tina and the cleaning team.
- Read shield for best dressed stand. Certificate for winner.
- Side shows include:
  - Catch the Rat; Duck Dipping; Chuck the Chicken; the Findon 'Open' Putting game ; Charity stalls, Children's Tombola, Pimm's Bar; New Forest ice creams and cafe with a wide range of home made 'goodies'.
- Judith requested some donations for the raffle and Volunteers to help with the event, including 'manning the gates' (entry by donation). No Committee members volunteered.
- Judith reminded Committee members of their duties as members of the Trust.

**ACTION: James to ask cleaning team**

**ACTION: ALL**

#### **29/7/17 – Dog Show**

- Booking forms have gone out.

#### **Film Nights**

- Film Nights commence in September - Sully

#### **Quiz Night - October**

- A German Beer Fest.

### **Car park**

- Will be coned off on Saturday morning. Judith will do this at 9 AM

### **200 Club**

- Start time of 7.30pm to be included in Findon News in future

**ACTION: James**

- R.Curra Briggs
- S.Kalam
- Findon Downs WI
- Wendy Heggerty
- M.Fishwick
- J.Harwood
- P.Onslow

### **Men in Sheds**

- Floor sorted out.
- Fence completed.
- Garden table and chairs work to restore it has commenced.
- Commissioned work
- Putting game for fete
- Benches and shelves ongoing
- Grant sought from WSCC
- Membership has commenced
- 10am open Tuesdays and 10am Thursdays

### **Maintenance Report:**

- Mower repaired.
- Outside light replaced.
- Altercation with the gents loo which was blocked - Richie has resolved
- Richie has replaced distribution board in main cupboard, with a bigger version to save money when the extension goes up.
- Electricity available in new sheds.
- Porch door repaired.
- Barrier. Mike Maidment. 600 sq x 600 deep / 300 sq x 300 deep.
- Richie requested if the front 2 windows on men's and ladies toilets could be replaced.

**ACTION: Judith to get quote**

Judith commended Richie on his hard work.

- Gas meter checked last Friday and passed. Karen will provide Richie with contact details.

**ACTION: Karen to forward details to Richie**

### **Any Other Business:**

- Tai Chi – commences in September

**Date of next meeting: 27<sup>th</sup> July 2017. 19.30.**