

SHOTTESWELL VILLAGE HALL COMMITTEE MEETING HELD ON 14<sup>TH</sup> MAY 2019 (013)(amended)

PRESENT: B. Zammett, L. Clark, T. Clark, H. Wareing, J. Beaumont, J. Coogan, N. Stephens, Val Ingram.

APOLOGIES: None.

MINUTES: The minutes of the last meeting were approved. Prop. H. Wareing, sec. J. Beaumont.

MATTERS ARISING: Ben reported that the NCVO membership was up and running and everyone on the committee could now create their own passwords for using this service. He handed out the step-by-step guide.

Ben reported the need to remind the ladies who prepared the monthly Saturday lunches that they must obtain their Food Hygiene Certificates and be filling in the regular associated paperwork. In the meantime Hilary would continue to attend.

Ben had all the forms and lists for criteria for obtaining Hallmark Level 3. It was agreed that we would apply for it but defer it for the present. We could obtain Level 2 now.

Ben reported that the new website was well advanced and would be ready to go live in about two weeks. Terry and Linda agreed to write the FACILITIES page in the next few days.

TREASURER'S REPORT: Terry reported that there was £10,576 in the bank. He said that Lettings income was already up by 60% on last year's total. The Fundraising was also up on last year. The Breakfast Club was going very well with attendance from people outside the village as well due to advertising at Anita's caravan park and others. So far provisions had been donated but from now on it was suggested that they should bank the take each month and someone would claim costs each month and be reimbursed with a cheque. Terry suggested that costs could be taken out of proceeds, a mini statement made and the profit banked. This was accepted.

LETTINGS: Ben reported that there were a few people who still owed money (but the invoices created gave them 15 days to pay). Money from the Monday evening group was owing (March and April) and it was agreed that the Treasurer would follow that up. Money from a party held two weeks ago was owing but not overdue (£12). Little Seeds music had been invoiced £24 which was due for payment. After discussion it was agreed that some hirers, such as one-off parties, should be asked to pay on arrival to save any chasing up. One donation (£5) for Birthday Club was outstanding. Ben reported that notice had been given that the hours for Tickle for Pickles was being reduced from June. Times would be different from September. Ben reported an enquiry for a wedding reception in January 2021 which would mean hire of the hall from Friday p.m. to Sunday p.m. It was agreed that Ben asked for [REDACTED] to hold it and would charge [REDACTED] in total for the event. It was acknowledged that our hire rates may have gone up by then and we may not have a coin meter for electric. Ben reported that there was a booking from ladies from the church to provide teas for walkers and wanted to know who to make the invoice out to. Linda to check. The Tuesday Club had booked a date in October for them to hold a fundraising event in aid of Katharine House Hospice.

HEATING GRANT APPLICATION: Ben reported that another quote has been submitted by Retherm as the other one was now redundant. This involved four smaller blower units (rather than the original two) in the main hall and five radiators in total (toilets, side hall and kitchen). The amount was [REDACTED] (plus VAT if applicable). Two Energy Performance Certificates at [REDACTED] each were included in that amount and certification for R.H.I. It was agreed that, nearer the installation, we would let the

close neighbours know that there would be an approx. 1 sq. m. unit outside the village hall at the back.

Ben reported that Val Ingram had sent an email asking about the possibility of underfloor heating under the main hall. Ben had investigated further and was told it was not always a better option for older buildings especially if not used every day. He was told it would cost £10,000 to install and was a better option for new build.

Discussion took place as to whether to reverse our recent decision and proceed with the current grant heating application and a vote was about to be taken on whether to proceed with the original application or start again approaching various bodies.

Val believed that she had been delegated to make the heating grant application to the Big Lottery and said that 'stages' she had alluded to had sometimes just been a phone call. Hilary indicated that it was the committee's understanding that Val had initiated the application about 10 months ago and thought it reasonable that there would be some email correspondence to and from the Big Lottery.

Despite several requests, to date, Val has not produced any formal correspondence, emails, forms, etc. which show the full content of the proposal or how the application has progressed. However, she considered that we should not give up on the current application. Val wanted it minuted that it would not be down to her if the application failed because we had not given her chance to come to meetings and discuss how the application was going.

Val stated that only one form was now needed. This required information about the hall and details of the chair and treasurer. She stated that this was the final stage in the application.

A proposal was voted on that we continue with the current application for the heating grant with the conditions that:

- Ben and Terry complete the required form as they will now be the main contacts for the application.
- Val send the forms to the Big Lottery with an email explaining that henceforth Ben and Terry will be the only contacts for the bid.
- All future correspondence and past correspondence, including the original application, would be shared with all committee members.
- We review the decision in two weeks after the committee has had an opportunity to review the correspondence and Big Lottery come to a decision or give a time frame for a decision.

The proposal was made by Ben Zammett and seconded by Hilary Wareing. The vote was 7 for and 1 against.

**MAINTENANCE GRANT APPLICATION:** Ben reported that we had made a successful grant application to another part of the Big Lottery for maintenance. The total was [REDACTED] and the money would be in the bank in five weeks. This was excellent news and a boost to our confidence to proceed with improving the hall, Hilary remarked. The grant comprised the following. A quote of £800 had been received from Gordan Spencer for new wooden entrance doors and new double-glazed units above the door. Wood effect UPVC had now been discounted for the doors. The three single glazed windows in the toilets would be replaced with wood effect UPVC (longer lasting and low maintenance) at a cost of [REDACTED] subject to planning permission. James Buckett had offered to do the

application for us and there was a probable charge of £249 by S.D.C. for the application. Val Ingram suggested if the Parish Council submitted the planning application on our behalf we could make savings, including VAT, but it was decided that it would be kept in-house. We also had a quote of [REDACTED] for insulating the roof space. Other costs:- floor repair - [REDACTED] for 3m x 4m; floor vents - [REDACTED]; installation of underfloor extractor fan - [REDACTED]; Access trapdoor - [REDACTED]. All these by Gordan Spencer of Touchwood. A quote of [REDACTED] had been received from Greenwood for installing a French drain. Discussion took place on the French drain. D. Beak's quote of [REDACTED] had come close. It was resolved to get another quote.

Ben Zammett proposed that we go ahead with the project and James could be told to proceed with the planning application. All agreed.

FURTHER MAINTENANCE: We would ask Gordan Spencer to quote for the gap round the side hall door. Hilary was keen to try and remove moss and algae around the building and in front of the shed and to deal with the weeds. This would probably require a work party soon but no date was set. Charlie, the electrician would be asked to come and put an additional sensor on the wall at the top of the steps.

A.O.B. Ben fed back a suggestion that he had received about the possible removal of the footpath map, currently attached to the front of the building and Val suggested it could be relocated to the inside of the bus stop. This was met with mixed response and it was agreed that Linda Clark should approach the Footpath Committee to find out their views.

The poor state of the noticeboard was mentioned and there was some discussion as to refurbishing it or possibly buying a new one. Val mentioned that it belonged to the church so it was agreed that Linda would speak to the P.C.C. about ownership of it.

Ben mentioned that he had confirmed with the council that the acer tree on the verge of Coronation Lane was highways responsibility and that lifting the crown would let more light in by the noticeboard and steps.

DATE OF NEXT MEETING: It was agreed that the next meeting would be on 11<sup>th</sup> June. However, there was a strong chance that a meeting may have to be called before then depending on the outcome of the heating grant application.

**Approved by committee – 4th July 2019**

*B. Zammett*