**COMMITTEE MEETING TUESDAY 23rd FEBRUARY 2021**

**MINUTES**

**Present:**

Raine Green – Acting Chairman (Items 1 – 4)

Kieran Pierce – Chairman (Items 5 – 9)

Chris Saunders - Treasurer

Bob Bulson

Gerry Hamilton

Heather Walker

Rebecca Harman

David Green – Secretary

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|  | **Item** | **Action** |
| 1. | **Welcome and opening remarks.** The Acting Chairman welcomed committee members to the meeting. She noted that we had 2 key decisions to make: the appointment of a new chairman and the nomination of 2 new signatories for the bank account. We will also be discussing a number of other issues leading up to the reopening of the hall, hopefully in the not too distant future. After Items 2 to 4 on the agenda she would be handing over to the new chairman. |  |
| 2. | **Apologies.** Carol Street |  |
| 3. | **Minutes of last meeting.** The minutes were agreed as a true record.  **Matters arising:**   1. Generator Housing. The generator is currently stored with Chris. Alex Yeate has received the materials for the new security/maintenance compound and will be completing the work in the next couple of weeks. The generator will then be moved in. Ongoing. 2. Car park fence. Initial installation of the fence is complete. Contractor has now the cut willow tree. Item closed. 3. Rural Community Energy Fund. Parish Council lead. Ongoing. | Treasurer  Treasurer |
| 4. | **Election of Officers.**   1. Secretary proposed Kieran as new chairman. Kieran is willing to take on the post. Raine seconded the proposal and Kieran was elected *nem con*. 2. Vice Chairman (Raine), Treasurer (Chris) and Secretary (David) all agreed to remain in post. 3. Chairman asked if there was a governing document. Treasurer will scan and circulate. | Treasurer |
| 5. | **Financial matters.**   1. Funds  |  |  | | --- | --- | | Phase 3 build costs since start in Jan 21 | £21075 | | Phase 3 quote – some VAT | £43895 | | Fire alarm system not quoted |  | | Foul drainage works o/s |  | | Fence/willow/gate cost | £2782 | | R Harris electrics o/s |  | | Contractors’ Feb bill o/s |  | | Quote for tarmac o/s |  |  |  |  | | --- | --- | | All fund resources |  | | b/f 31/12/2020 | £43767 | | Gift Aid due | £2324 | | Grant Garfield Weston | £10000 | | WC COVID support | £6001 | | Donations | £362 | | Sub total | £62454 | | Less build costs paid | £21075 | | Resources available | £41379 | | To meet balance of quote = £22820 + VAT |  |   There have been adjustments to the original plan including fire warning system and USB sockets. The tarmac to the North is not included, and repairs to the foul drain was unforeseen. There will be further COVID support due from WC.   1. Overview of accounts 2020.   Treasurer issued an overview of finances for 2020 which showed an end of year balance of £32347. He particularly noted donations from Carol and the Gompels, and the significant reduction in decorating costs due to the self help efforts led by Raine.   1. Review of Hire Charges. 2. It was agreed to retain the rates applying from 1 April 2020 would remain for the main hall. The MDCS charge would be rationalised to £5.50p per hour to include storage – subject to discussion by Chris with MDCS. 3. The proposed hourly rates for the new facilities were agreed as:  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Special rate | Local | Non local | Commercial | | Main Hall | £5 | £7 | £8 | £12 | | Garden Room | £4 | £6 | £7 | £12 | | Both | £10 | £12 | £14 | £24 |   These rates will be reviewed at the next meeting. | Secretary |
| 6. | **Hiring Secretary’s Report.**  Secretary reported that the only future booking that has been provisionally accepted is for the local government and PCC elections on 6th May 2021. Wiltshire Council have visited the hall and confirmed its suitability. |  |
| 7. | **Hall Improvements.**   1. **Works.** 2. Phase 3. Work in progress with completion due shortly. There are a few outstanding issues. Treasurer and Secretary are monitoring and liaising with the contractor. 3. During Phase 3 the drain to the septic tank was found to be leaking. On investigation the septic tank needs attention. Repairs are estimated at one day’s labour. Treasurer is chasing a formal quotation. 4. The North Room doors need to be accessed by disabled people. Treasurer and Secretary are seeking professional advice regarding levels and surface choice. This may mean realigning the fence. 5. Treasurer and Secretary are compiling a list of further requirements. These will include a loft ladder for the Garden Room, upgrading of the sound system, an audio visual facility and blinds/curtains for the Garden Room. The latter is discussed further in AOB. 6. **Fund Raising.** 7. Coop Local Community Fund. NTR. 8. Amazon Smile. Limited uptake so no payments yet. Chairman knows CEO of Amazon and will discuss marketing. | Treasurer/Secretary  Treasurer  Treasurer/Secretary  Chairman |
| 8. | **AOB.**   1. Bank Account Signatories. It was agreed that Kieran Pierce and Rebecca Harman be appointed signatories for the bank account. The bank is to be notified that Moira is no longer authorised as signatory. 2. Opening Ceremony. For future discussion, but provisional date of Saturday 17th July, subject to COVID rules. Secretary to investigate availability of local MP. 3. Web Site. Secretary to develop current content on village Website. Treasurer will introduce Secretary to parish clerk. 4. Hall Data Store. Chairman pointed out that much data regarding the hall was held on individuals’ personal computers. He proposed the creation of a hall data store in the cloud. The data would then be available to trustees as needed. He will investigate suitable digital storage site. 5. North Room Curtains/Blinds. Raine suggested that the Garden Room should have black out blinds or curtains. She agreed to investigate solutions and their costs. 6. Room Names. East store is already in use, so adoption of West Store seems logical. Following discussion it was agreed the new function room would be known as the Garden Room. 7. The committee thanked Ben for facilitating our Zoom meeting. | Treasurer  Secretary  Secretary  Treasurer  Chairman  Raine |
| 9. | **DONM.** To be agreed subject to COVID guidelines. |  |