

Enstone Parish Hall Management Committee

Minutes.

Date: Monday 6th April 2020

Place: Online meeting via Zoom @ 7:00PM

Present: Karen Williams, Rachel Hunt, Susan Parris, Martin Juckes, Andrew Lee, Sharon Hutchinson, Paul Johnson

Item	Action
1. Apologies: Ron Bridger, Bridget Zan, Freda Seath	
2. Minutes of last Meeting Agreed and signed previous minutes as a correct record.	
3. Matters Arising <u>Maintenance Report.</u> AL gave an update from RB on maintenance work completed to date – Electrical repair work now completed, Door closure devices still to be actioned. <u>Events.</u> It was agreed that all event going forward would be cancelled. VE Day celebration may be relabelled as a post COVID 19 event, timings tbc. <u>Constitution.</u> All agreed to formally adopt the new constitution as distributed by JV.	RB
4. Health and Safety No accidents to report. Fire Risk Assessment to be completed by RH and MJ.	MJ, RH

<p>5. Cleaning and Maintenance.</p> <p>Door hinge protectors – RB to procure “Parliament Door” hinge protectors as matter of urgency as H&S implications discussed and highlighted as an issue. If unable to procure then professional assistance to be sought in order to expedite this issue. Ongoing.</p>	RB
<p>6. Events Update</p> <p>All events now on hold. It was agreed that the Cardboard Cut Out of Winston Churchill be put up on the green outside Adams stores on VE Day.</p>	FS
<p>7. AOB</p> <p><u>Treasurer Position.</u> PJ to ask next door neighbour if she would consider taking on role of Treasurer.</p> <p><u>AGM.</u> The AGM due to be held at end April will now be postponed until COVID 19 restrictions are lifted.</p> <p><u>Ensign Advertising.</u> It was agreed that the advertising campaign in the Enstone Ensign be continued.</p> <p><u>H&S Policy Document.</u> RH outlined the need for a H&S policy document as laid down by law, MJ and RH agreed to look at this requirement and come up with a suitable policy.</p>	<p>PJ</p> <p>RH</p> <p>RH, MJ</p>
<p>11. Date of Next Meeting</p> <p>Monday 4th May 2020 at 7.00pm.</p>	ALL

Balance Sheet

As of May 2020

31/05/2020
10:06:09

Assets			
Current Assets			
Cash on Hand			
Bank Account	£5,025.84		
Business Premium Account	£20,013.12		
Cash float	£60.00		
Debtors		£599.25	
Total Assets			£25,698.21
Liabilities			
Net Assets			<u>£25,698.21</u>
Capital			
Profit Brought Forward		£18,502.55	
Current Earnings		<u>£7,195.66</u>	
Total Capital			<u>£25,698.21</u>

Enstone Parish Hall
The Paddocks
Enstone
OX7 4AZ

Profit & Loss [With Last Year]

April 2019 to March 2020

05/04/2020
09:50:03

	This Year	% of Sales	Last Year	LY % of Sales
Income				
Hall Hire - regulars	£12,612.33	58.4%	£11,854.94	66.8%
Hall Hire - non regulars	£5,958.25	27.6%	£4,028.35	22.7%
Litchfield Hire - regulars	£2,249.10	10.4%	£1,477.10	8.3%
Litchfield Hire - non regulars	£760.00	3.5%	£336.50	1.9%
Chair Hire	£35.00	0.2%	£0.00	0.0%
Cleaning Charges	£0.00	0.0%	£50.00	0.3%
Total Income	£21,614.68	100.0%	£17,746.89	100.0%
Capital Expenses				
Fixtures & Fittings	£2,796.46	12.9%	£1,193.40	6.7%
Sound System	£32,633.80	151.0%	£0.00	0.0%
Annual Expenses				
Community First	£50.00	0.2%	£50.00	0.3%
Licences	£520.36	2.4%	£437.83	2.5%
Service:Heat Pump/CCTV/Fire	£625.71	2.9%	£941.20	5.3%
Accounts Auditor	£69.00	0.3%	£50.00	0.3%
The Ensign	£200.00	0.9%	£0.00	0.0%
Monthly Expenses				
Booking Costs	£2,090.64	9.7%	£2,760.00	15.6%
Cleaning	£2,392.42	11.1%	£2,629.02	14.8%
Communications	£0.00	0.0%	£264.36	1.5%
Electricity	£2,771.00	12.8%	£3,783.04	21.3%
Grounds Maintenance	£943.25	4.4%	£603.51	3.4%
Hall maintenance	£2,730.17	12.6%	£0.00	0.0%
Insurance	£1,034.10	4.8%	£1,034.18	5.8%
Repairs and Renewals	£296.78	1.4%	£3,570.26	20.1%
Stationery/Supplies	£574.55	2.7%	£384.18	2.2%
Water	£395.03	1.8%	£231.19	1.3%
Waste removal	£387.37	1.8%	£833.63	4.7%
Fundraising Expenses				
Film Costs	£1,118.34	5.2%	£1,883.70	10.6%
Other Costs	£1,196.02	5.5%	£210.00	1.2%
Gratuities	£56.50	0.3%	£0.00	0.0%
Total	£52,881.50	244.7%	£20,859.50	117.5%
Operating Profit	-£31,266.82	(144.7%)	-£3,112.61	(17.5%)
Other Income				
Ofgem	£0.00	0.0%	£1,350.34	7.6%
Interest	£37.97	0.2%	£29.21	0.2%
Donations	£10,060.00	46.5%	£54.00	0.3%
Gift Aid Donations	£2,588.08	12.0%	£0.00	0.0%
Film Nights	£1,820.70	8.4%	£1,852.84	10.4%
Other Events	£1,732.20	8.0%	£0.00	0.0%
Miscellaneous Income	£70.00	0.3%	£128.00	0.7%
Total Other Income	£16,308.95	75.5%	£3,414.39	19.2%
Net Profit/(Loss)	-£14,957.87	(69.2%)	£301.78	1.7%