

# Enstone Parish Hall Management Committee

Minutes.

**Date: Monday 3<sup>rd</sup> Feb 2020**

**Place: Litchfield Room @ 7:00PM**

**Present: Bridget Zan, Karen Williams, Paul Johnson, Rachel Hunt, Susan Parris, Freda Seath, Martin Jukes**

Item	Action
<b>1. Apologies:</b> Sharon Hutchinson, Ronald Bridger	
<b>2. Minutes of last Meeting</b> Agreed and signed previous minutes as a correct record.	
<b>3. Matters Arising</b> <b><u>New member information packs.</u></b> JV gave an update on the progress of the information packs, a draft having already been distributed for comments/corrections. AL, PJ, MJ, BZ and KW to forward telephone and/or email details to complete the packs. For approval at the next meeting. <b><u>Management Trustee Declaration forms.</u></b> JV to distribute corrected form. All committee members to print and sign individual declarations before next meeting. FS also required to sign historical Holding Trustee declaration. <b><u>Rules/Governance.</u></b> JV agreed to amend and distribute governance rules to all members for approval and adoption at the next meeting.	<b>AL, PJ, MJ,BZ, KW</b>  <b>ALL</b>  <b>JV</b>

<p><b>4. Health and Safety</b></p> <p>No accidents to report.</p> <p>Risk Assessments was with AL, following RH input of information. AL and RH to review - On-going.</p>	<p><b>AL, RH</b></p>
<p><b>5. Cleaning and Maintenance.</b></p> <p>Although RB not present he provided a comprehensive written update.</p> <p>Door hinge protectors – RB to procure “Parliament Door” hinge protectors.</p> <p>The quote for electrical repairs (£365) was approved, RB to action.</p> <p>Quote for drainage and groundworks was put on hold until RB returns to explain options.</p> <p>RH mentioned that the external White Cladding outside the meeting room was discoloured and required pressure washing, RB to investigate.</p>	<p><b>RB</b></p> <p><b>RB</b></p> <p><b>RB</b></p>
<p><b>6. Financial report</b></p> <p>Expenses for January were high at £1880.93 including a cost of £510 for inspecting the drain and soakaway, and £305 for music and film licences. Hire fees were lower than average at £1215 due to school holidays and the Christmas period. However, a profit of £118 was made on the carols evening reducing the month’s loss to £547.48.</p> <p>The current account was £9883.66 and the deposit account £10009.61</p> <p>Although the accounts show a loss of £23871 an actual profit has been made to date of £8761 but I expect this to decrease before the year end as expensive work is due to be done before then.</p>	

<p><b>7. Events Update</b></p> <p>Film Nights. After much discussion it was initially agreed that film nights would take place on the last Friday of the month on a 2 monthly basis, subject to availability of Hall. However, post the meeting KW has been in contact with the Julie from DancePeeps who is very reluctant to give up any Fridays. We need to come up with an alternative, Sat or Sundays? Additionally, we need to come up with potential film titles so future screenings could be advertised in advance.</p> <p>VE Day Celebrations. Date amended to 8<sup>th</sup> May, Planning meeting to discuss way ahead required in short order to get posters/advertising out by end March. Comms sub-committee as discussed in January's meeting to be set up consisting of MJ, RH, KW, SH and FS to take forward.</p> <p>Ahead of this, contact to be made with WI, History Society and Horticultural Society to give advance warning and deconflict any diary clashes with VE day party.</p> <p>Summer party – requirement questioned in lieu of VE Day celebrations.</p> <p>Craft Fair Nov – SP to go forward with 25<sup>th</sup> Oct.</p>	<p><b>KW</b></p> <p><b>ALL</b></p> <p><b>MJ, FS, KH, RH, KW</b></p> <p><b>JV, FS</b></p> <p><b>SP</b></p>
<p><b>8. Communications &amp; Advertising Report</b></p> <p>RG has set up a database with details of a number of external village organisations/institutions and is producing a GDPR compliant form which should allow a wider promulgation of Village Hall activities.</p>	<p><b>RH</b></p>
<p><b>9. Hall improvements</b></p> <p>MJ agreed to provide a user document for meeting room projector in addition to sound system document.</p>	<p><b>MJ</b></p>

<p><b>10. AOB</b></p> <p><b><u>Chair Cleaning.</u></b> Quote to be obtained from Neal Edmonds for Chair Cleaning.</p> <p><b><u>Leaking Shed.</u></b> Toddler group reported that the shed was leaking – RB to investigate.</p> <p><b><u>Garden Fence.</u></b> Toddler group has asked about feasibility of fitting a wooden fence around the garden area. BZ agreed to contact Ron Arthur to look at rough order of magnitude costs.</p> <p><b><u>Meeting Agenda.</u></b> AL stated that he felt the meetings could become more streamlined if some agenda items were included on a quarterly basis. After much discussion it was agreed that future meetings would include a standing agenda with Apologies, Minutes, Matters Arising, Health and Safety and AOB. Other agenda items would be included on a rolling quarterly basis; Cleaning and Maintenance, Finance, Comms and Hall Improvements. Events would be discussed as and when the Sub-committee had updates to report on specific events.</p>	<p><b>MJ</b></p> <p><b>RB</b></p> <p><b>BZ</b></p>
<p><b>11. Date of Next Meeting</b></p> <p><b>Monday 2<sup>nd</sup> March 2020 at 7.00pm.</b></p>	<p><b>ALL</b></p>

**Balance Sheet**

**As of January 2020**

**01/02/2020**  
**15:50:25**

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Assets			
Current Assets			
Cash on Hand			
Bank Account	£9,883.66		
Business Premium Account	£10,009.61		
Debtors		£544.40	
Total Assets			£20,437.67
Liabilities			
Booking Deposits		£849.00	
Total Liabilities			£849.00
Net Assets			<u>£19,588.67</u>
Capital			
Profit Brought Forward		£33,460.42	
Contingency Fund		£10,000.00	
Current Earnings		<u>-£23,871.75</u>	
Total Capital			<u>£19,588.67</u>