

## Cowfold Village Hall Management Committee

### Minutes of Meeting

Held in the Village Hall on Thursday 25th May 2017 at 1900

#### Present

John Chamberlin (Chairman), Kay Blackwell (Treasurer), Eileen Precious (Horticultural Society), Joan Baterip (Bowls Club), Pat Parsons (WI), Debbie Miles (British Legion Women's Section), Dawn Jelley (St Peters Church), Becky Francis (Weald Community Church) and David Precious (Secretary and Cowfold Football Club).

#### Apologies / Absent

Gill Martin (Cowfold Parish Council), Barry Sowton (Bridge Club), Linda Sowton (Welcome Club), Jenny Baldwin (Elected Member) and Steve Miles (British Legion Men's Section).

#### Welcome

A special welcome was extended to Becky Francis, who was attending in place of Julie de Jager, representing the Weald Community Church.

#### Minutes of last Meeting (held on 2nd March 2017)

Agreed and signed as correct by the Chairman.

#### Matters Arising

- a) Replacement of two fluorescent strip lights - being carried forward to the next Meeting.  
**ACTION: JOHN**
- b) Future Vacancy - Treasurer. An item of continuing concern as, to the present, no volunteers have yet come forward. Gill is kindly leading the "recruitment" campaign and in her absence, had submitted the following report:

#### QUOTE

1. Adverts have been uploaded on the Cowfold Community Facebook page;
2. Posters are around the village including in the Co-op and the surgery;
3. Information about the roles has been printed in May's Thirteen8 magazine;
4. The roles have been logged with the Horsham Volunteering office;
5. The school has put up the poster too.

I think we now need to ensure that the organisations using the Village Hall/Pavilion are aware of the vacancies. I have asked the Parish Council to consider if they know anyone and we need to pass the message into the Football club, Horticultural Society, Welcome Club, Bridge Club,

Weald Church, playgroups, etc. There are some large memberships within these groups and hopefully someone can be encouraged to come forward.

I also suggest that we come up with a shortlist of people we know with admin/bookkeeping/accountancy skills and approach them directly.

## **UNQUOTE**

Thanks were expressed to Gill for her efforts and after a discussion the following was agreed as a continuing Plan of Action:

- 1) Representatives will, urgently, individually contact their representative Groups, seeking anyone with bookkeeping / accounting skills who may be willing to undertake this role. To assist in this effort a copy of the recently issued poster will be sent to all members. **ACTION: GILL / DAVID**
- 2) Can a poster please also be sent to Country Mice. **ACTION GILL**
- 3) In due course, (if our efforts continue to be unsuccessful), an honorarium *MAY* be considered but not before the year end at the earliest.
- 4) In this regard, it is believed the Treasurer role, as undertaken at present, works out at between  $\frac{3}{4}$  of a day and a full day per month BUT not on an equal distribution of time. Also, the biggest time-consuming effort is the manual analysis of bookings and converting these to an electronic invoice.
- 5) The introduction of the two roles of a) booking clerk and b) treasurer is still an option. Likewise, in due course, an electronic booking system is still a favoured option.
- 6) The Chairman said that if the role cannot be filled by the next AGM the hall will unfortunately have to close because the management of the hall cannot operate without a treasurer.

Everyone agreed to the foregoing steps.

**ACTION: ALL**

## **Treasurer's Report**

Thanks, were expressed to Kay, for the customary clear and easy to understand set of Accounts, covering the first three months of 2017. Kay offered the following supporting comments:

- a) Overall annual income is still standing up well although, on a quarter comparison with 12 months ago, the 2017 figure is lower.
- b) Quarterly expenditure varies, mainly dependent on timing of larger invoices - as an example this first quarter includes the annual insurance.

- c) Overall, there is a small profit for the quarter.
- d) The total cost of the kitchen renovation, will be almost £ 28k - in line with our forecast. There are additional costs to replace the back door and also the provision of a commercial dishwasher. As soon as estimates have been received the committee will be informed.
- e) The bequest will effectively all have been utilised by the time all kitchen modifications have been completed - again, this has always been the projected position.

### **Correspondence**

Nothing to report.

### **Village Hall Renovation Programme**

John and Kay reported as follows:

- a) The stage curtain rails and side curtains are now in place - minor modifications are still to be done and the provision of head curtains but all present agreed a satisfactory outcome.
- b) The major project is the kitchen modernisation and work will commence on Tuesday 30th May with a five week estimate during which time the kitchen will be "out of bounds". Temporary tea / coffee making facilities will be in place during this closure.

The Committee thanked John and Kay for all their work in preparing for this improvement and hopefully we can all have good look round at the time of our next meeting on 13th July.

### **Pavilion Status**

The Pavilion is now closed and the Parish Council will shortly be awarding the contract for refurbishment / rebuilding. It is expected the Pavilion will be out of service until the year end. Hopefully work will be well under way by our July meeting when it is also hoped that future management plans will have been decided by the Parish Council.

**ACTION: JOHN and DAVID**

### **Any Other Business**

Two items were raised:

- a) The Bowls Club request that, at all times, the booking diary is projected ahead for a minimum 12-month period - this will be done by John. **ACTION: JOHN**
- b) John raised an important matter regarding the possibility of the Village Hall charity becoming a corporate body and how this can be achieved? It was explained that this potential restructuring may limit the individual liability of all members to any claims (highly unlikely) that might be forthcoming. Kay indicated that she will enquire of what

may be in place for other Village Halls - this can then be discussed further in July.

**ACTION KAY (David for agenda)**

**The Meeting Closed at 2040**, with everyone being thanked for their attendance. The next meeting will be held at 1900 hours on Thursday 13th July - in the Main Hall of the Village Hall.

**JDP, June 2017**