

## Cowfold Village Hall Management Committee

### Minutes of Meeting

Held in the Village Hall on Thursday 13th July 2017 at 1900

#### Present

John Chamberlin (Chairman), Kay Blackwell (Treasurer), Eileen Precious (Horticultural Society), Joan Baterip (Bowls Club), Dawn Jelley (St Peters Church), Gill Martin (Cowfold Parish Council), Linda Sowton (Welcome Club), Jenny Baldwin (Elected Member), Pat Parsons (WI), and David Precious (Secretary and Cowfold Football Club).

#### Apologies / Absent

Debbie Miles (British Legion Women's Section), Julie de Jager (Weald Community Church), Barry Sowton (Bridge Club) and Steve Miles (British Legion Men's Section).

#### Minutes of last Meeting (held on 25th May 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 with a need to be actioned for the winter / dark evenings. **ACTION: JOHN**
- b) As regards the suggestion that the Village Hall charity might become a corporate body, no further moves have been made in this direction. Gill did offer words of comfort to those of the Committee who might have some concerns as to their individual positions - Gill advised no legal action has ever been taken against a body such as ours - our duties are taken seriously, our Minutes are produced, our financial responsibilities are discharged and thus, in summary, we are acting as a responsible body. Nevertheless, we will keep this in mind for possible later investigation. **ACTION: JOHN**
- c) Future Vacancy - Treasurer. Continues to be a major area of concern as, in spite of our best efforts, there are no immediate signs of the position being filled. However there are some encouraging pointers, these being i) two possible interested candidates from the village ii) a potential former village parish councillor and iii) a known Horsham based accountant (with football links), iv) an ongoing link with the Horsham volunteering service and v) a suggestion we approach a Cowfold based (Farren Court) accounting service for their input and support. Gill and John will actively pursue the above possibilities.

In addition, we discussed the possibility of outsourcing the payroll function. The long-term objective of an automated on-line booking system is still in our minds although Kay reminded us that care must be exercised with our present customers - not all will find it easy to move from a manual system to an electronic style of booking and invoicing.

John thanked those involved for their efforts and input but did remind us 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.

Finally and due to the importance of this subject, those directly involved will liaise closely with each other - a separate meeting (for the September show is taking place on 24th August - see later in this Minute) - we will convene at that time if the position is still unfilled. Everyone agreed to the foregoing steps. **ACTION: JOHN and GILL**

### **Treasurer's Report**

Kay reported that the 2016 accounts have been signed off, in their entirety, by the Auditor - thanks were expressed to both Kay and the Auditor - unfortunately this will be the last time for our Auditor - a replacement will need to be sought. **ACTION: JOHN and KAY**

Kay then took us through the three months figures to 30th June 2017 and offered the following supporting comments:

- a) Hire income is down (from the previous quarter) - primarily due to late invoicing.
- b) Routine quarterly expenditure is generally in line with our estimates.
- c) Other costs, under expenditure, include the payment of the Main Hall kitchen and are generally in line with the agreed budget - some (known and approved) overspend has taken place in such matters as kitchen painting, under stage repairs and the purchase of a commercial dishwasher. With the known overspend the total cost of the kitchen renovation, will be about £32k, of which £24.5k is from the bequest with the balance from Village Hall funds.

The Committee thanked Kay for the accounts.

### **Correspondence**

John reported that an approach had been made to "host" a play "**No Finer Life**" in the Village Hall on Sunday 24th September and provisional agreement has been reached, subject to final approval by the Committee. The production is a single actor touring play, with music, and links to country life and is ideal for Village Halls. After a generally enthusiastic discussion the following was agreed:

- a) We will underwrite the play on the basis of funding the production costs of £500

- b) Any profits, over £500, will be split 50/50 with the play company
- c) Ticket prices are £10 and will be available for local purchase or on-line - John will co-ordinate sales
- d) Our provisional sales target is 100 tickets - Dawn will look after marketing
- e) We will provide a bar (Jenny will obtain the necessary licence) for alcohol sales as well as tea / coffee. The bar will be in the Reading Room. (It was agreed the event will provide an opportunity to promote the new kitchen - see later).
- f) Seating, preferably with cushions, can accommodate up to 200
- g) Those interested in providing support will meet again in the Village Hall at 1900 hours on Thursday 24th August - David will do a reminder nearer the time.

**ACTION: DAVID AND FULL COMMITTEE TO PUBLICISE THIS EVENT**

### **Village Hall Renovation Programme**

- a) Stage curtains are almost finished.
- b) We all then had an inspection of the modernised kitchen and surrounding stage area / steps - everyone expressed their pleasure at the excellent layout and new equipment provided - a most favourable impression and a credit to the Hall. Special thanks were conveyed to John for all his hard work and time commitment.
- c) Some final kitchen work needs to be completed e.g. front fitting doors - also painting in the Ladies toilet area (where kitchen renovation work has impacted). John will also arrange a supply of kitchen cutlery - with care to be taken for its safety and non-removal.
- d) An agenda item was the passageway which runs from the kitchen to the front entrance - as a result of the improvements (first) to the Reading Room and now the kitchen the passageway is looking a bit forlorn and in need of attention by way of wood lightening and painting of walls. This is potentially a major cost item (in the region of £8.5k) and we agreed to defer a decision until the October meeting. **ACTION: DAVID**

### **Pavilion Status**

Work has now commenced by Fowlers and advice is still awaited from the Parish Council as to future management plans. **ACTION: JOHN and DAVID**

### **Any Other Business**

Three items were raised:

- a) A temporary cleaner has been identified to cover for Russell's' holiday.

- b) A request has been received to provide additional electrical wall sockets in the Main Hall.
- c) The Bowls Club have reported that apparently the side door entrance is malfunctioning.

**ACTION : JOHN for items b and c**

**The Meeting Closed at 2110**, with everyone being thanked for their attendance. The next full meeting will be held at 1900 hours on Thursday 12th October - in the Main Hall of the Village Hall.

**JDP, July 2017**