

Gilston & Eastwick Village Hall Management Committee (VHMC)

Wednesday 1st June 2022 Business Meeting

Minutes DRAFT

A. Present: Amy Abblitt, AA (Bookings Officer), Janine Bryant, JB (Parish Council representative & minute taker), Yolande Clark, YC (residents' representative), Christine Law, CL (PCC representative), Keith Masek, KM (Chair), Claire Reilly, CR (residents' representative)

Apologies: Trevor Brown, TB (Treasurer), Keith Harvey, KH (Holding Trustee), Mayer Nissim, MN (residents' representative),

Members of public – Linda Harvey

1. Minutes of previous meetings

AGM, Feb 2022 approved

BM, Feb 2022 approved

Matters arising – none not on the agenda

Action: Approved minutes to be uploaded to Parish website

2.a Appointment of new Treasurer

TB stepping down as Management Committee (MC) Treasurer after more than 30 years.

The Management Committee is extremely grateful for the time and effort TB has committed to supporting the Village Hall.

KM proposed TB be given a voucher as a token of the MC's gratitude.

Linda Harvey, resident of Eastwick, appointed as Treasurer. Proposer JB, seconded CL

2.b Resignation of Management Committee member

The MC received Keith Harvey's resignation as member of the Management Committee. He will continue as a Holding Trustee. The MC thanked KH for his time and commitment over the years.

3. Accounts – end of Year, 31st January 2022

A significant amount of investment during the last 12 months to improve the facilities and appearance of the Village Hall. For example: refurbished kitchen (paid through Section 106), clearance of the car park boundary, new projector & lighting system, replacement blackout blind, etc plus general maintenance.

See tables below for detail.

4. Car Park fees – collection off/

It is believed all have been received.

5. Booking Officers Report.

- a) We are receiving regular enquiries for bookings for parties - these don't always turn into bookings due to factors which include size of hall/height restrictions for bouncy castles etc.
- b) Regular booking enquiries have slowed but currently have 4 regular hirers
- c) Could we promote the hall in a special magazine edition - including 'what's on', photos of the new kitchen/projector system?
- d) Should there be an additional charge for use of the projector & sound system?
- e) The unwanted table tennis tables have finally been disposed of

Actions: 5c & d to be discussed at future meeting

AA to estimate average hours per week dealing with booking enquiries, etc.

Action outstanding: Fridge relatively new and in good working order. Some time ago the committee agreed to sell, approx. £100. **To be disposed of.**

Chair Keith Masek

Vice chair Janine Bryant

Treasurer Linda Harvey

Bookings Officer Amy Abblitt

email: gevillagehall@gmail.com

Committee members: Trevor Brown, Yolande Clarke, Keith Harvey, Christine Law, Mayer Nissim, Claire Reilly

June 2022

6. Honey bees nesting in side wall.

Continue to monitor.

Action: discuss with Jim Jones, local pest control and bee keeper **KM**

7. Land Registry

All necessary documentation completed and passed to Bates & wells for submission to the Land Registry

Subsequent to meeting – advised completion unlikely before June 2023

8. Assess what additional hall improvements would offer best value for the community and drive forward. It was agreed the following be investigated and costed: Carried forward from February Business meeting.

- a. New chairs **TB**
- b. Outside storage **KM**

Essential to clear the “Committee Room”

Subsequent to meeting – quotes

Bullman Marine, for 20 * 8 * 8.5ft container £3,195 + VAT plus delivery £300 + VAT

Mcmurry 8 ft. W x 13 ft. D Metal Garden Shed, approx. £550 + installation

[https://www.wayfair.co.uk/garden/pdp/dakota-fields-mcmurry-8-ft-w-x-13-ft-d-metal-garden-shed-
vdax7728.html](https://www.wayfair.co.uk/garden/pdp/dakota-fields-mcmurry-8-ft-w-x-13-ft-d-metal-garden-shed-
vdax7728.html)

- c. CCTV security system / alarms? **KM**
- d. Solar panels plus battery storage **KM & JB**
- e. Refurbish toilets, including motion sensor lights **JB**

Full assessment needed, to upgrade lighting to motion sensors £

- f. Electric Vehicle chargers **LH**
- g. Projector and drop down projection screen. **KM, Completed – although “idiots guide” still outstanding**

Following maintenance tasks **completed**

- a. Hall signage improved **KM & LH**
- b. Noticeboard repair **TB & PB**
- c. Replacement window blind **KM**

9. Promote hall’s availability and benefits to all residents of Gilston & Eastwick

Action: AA draft article for Parish Magazine and website

Improve hall’s presence on social media, etc. to generate new business and identify new opportunities; eg mum & toddler mornings, “office” facilities for residents, meeting room, etc.

Action: discuss with MN **carried forward to October BM**

10. Future meetings, all to start at 7:00pm

Wednesday 12th October 2022

Business Meeting

Wednesday 22nd February 2023

AGM & Business Meeting

11. Any Other Business **None**

Actions for October meeting

Booking Officer average weekly hours / payment

Car park fees for 2023 / 24

Actions to be carried to future meetings

- 1. Land Registry update
- 2. Removal of honey bees?
- 3. On-going maintenance

Car park, etc

Maintenance regime is as follows:

Front and side of Hall

Cut back hedge on railings and prune back shrubs on raised bed (once a year)

For the sum of **£70.00**

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Strim under bench and around village hall sign and grass banks every month in spring and summer

April to October (6-7 visits)

For the sum £55.00 per visit

Strim down weeds in old play area and spray off weeds in summer (once a year)

For the sum of £70.00

Car park area cut back hedge and tree branches in car park (twice a year)

For the sum of £90.00 per visit

Any additional weedkilling required will be charged at £80.00 per visit

4. Hall improvements – investigation of major projects
5. Charge for use of projector & sound system?
6. Improve & promote hall presence
7. Future meetings

Meeting opened 7:00pm, closed at 7:55pm

Storage

www.sjonescontainers.co.uk 10ft * 8ft * 8ft metal containers

KeithM's quote 20ft container approx. £3,500

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June 2022

Cibolton + Eastwick Village Hall
Statement of Income/Expenditure for year ending 31st January 2021

INCOME		EXPENDITURE	
Lettings		Overheads	
Misc. Hall Hire	1269.50	Electricity	1162.47
Parish Council	240.00	Water + sewage	179.50
FHDC Elections	225.00	Fire equipment	96.36
	<u>1734.50</u>	Insurance	802.57
			<u>2240.90</u>
Sales		Maintenance	
Car Park	<u>432.00</u>	Wages - cleaner	832.00
		- - windows	88.00
		- - grounds	560.00
			<u>1480.00</u>
Grants			
FHDC	<u>10,000.00</u>	Admin/post/sundries	72.01
		Salt/trays	49.49
			<u>121.50</u>
Interest		Buildings	
COIF Deposit		Plans/surveys	1980.00
		Electrical repl. + certs.	1787.60
			<u>3767.60</u>
		TOTAL	<u>7610.00</u>
TOTAL			
	<u>12164.50</u>		
Bank balances @		Balance @ 31/01/2020	38940.57
Community a/c @ 31/1/20	<u>£38940.57</u>	Excess income/expenditure	4554.50
Business Premises a/c @ 31/1/20	<u>£466.44</u>	Balance @ 31/01/2021	<u>43495.07</u>

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June 2022

Gilston + Eastwick Village Hall
Statement of Income/Expenditure For year ending 31st January
2022

<u>INCOME</u>		<u>EXPENDITURE</u>	
Lettings		Overheads	
Misc Hall Hire	2846.71	Electricity	402.77
EHDC Elections	421.50	Water + sewage	223.67
	<u>3368.21</u>	Fire equipment	62.64
		Insurance	826.95
Sales		Wi-fi	104.33
Car Park	<u>560.00</u>	Legal etc.	<u>250.00</u>
			<u>1900.36</u>
Grants		Maintenance	
S.106	<u>23882.77</u>	Wages - cleaner	672.00
		Wages - grounds	580.00
Interest		Wages - booking	<u>175.00</u>
COIF	?		<u>1427.00</u>
		Admin/Post/sundries	52.69
		Buildings	
TOTAL	<u><u>27710.98</u></u>	Kitchen refurb etc.	23875.88
		TOTAL	<u><u>27255.93</u></u>
Bank balance @ 31/1/21		Balance @ 31/1/2021	43495.07
Community account	43495.07	Excess Income/expenditure	455.05
Business account	466.46	Balance @ 31/1/2022	<u><u>43950.12</u></u>

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