

Enstone Parish Hall Management Committee

Minutes including AGM

Date: Monday 29 April 2019

Place: Litchfield Room

Present: Andy Lee, Paul Johnson, Bridget Zan, Rachel Hunt, Susan Parris, Freda Seath, Sharon Hutchinson, John Vincent, Anthea Williams

John Vincent was warmly welcomed as a new team member on the Committee.

Item	Action
1. Apologies Tom Rosewarne,	
2. Minutes of last Meeting Agreed and signed	
3. Matters Arising Susanne Hamilton had contacted Andy, expressing her concern that the piano was sold without getting a valuation and may have been sold for less than it's worth. Andy to discuss with Tom and then reply to Susanne.	AL
4. Health and Safety No accidents to report. Plasters need replacing. Risk Assessments Rachel agreed to complete all Risk Assessments needed and report back to advise any necessary actions. Anthea had chased Broadsword for a copy of their report. It has not been received.	RH
5. Recruitment of Bookings Manager Tom has resigned from the committee and his post of bookings Manager. Bridget agreed to cover his duties temporarily. Anthea had written a draft Job Description based on information from Tom. This will be amended and	BZ

agreed later. Rachel will advertise the post on all media, including the May Ensign. Andy will be the contact.	RH
<p>6. Caretaker's report</p> <p>Held over in Ron's absence.</p>	
<p>7. Cleaning and Maintenance</p> <p>Held over in Tom and Ron's absence.</p>	
<p>8. Hall heating update</p> <p>Heating is working. We are still awaiting the invoice.</p>	
<p>9. Financial Update</p> <p>At the year end there was £16379.01 in the current account and £16806.78 on deposit. Profit for the year was a very disappointing £301.78 WODC has awarded a full discretionary grant for this year, meaning no rates are payable. Price increases for the hall from 1st July were agreed:</p> <p>Main hall: currently £12 and £15 to increase to £14 and £18.00 Residents: £14.00 (regular users £12.60) Nonresidents: £18.00 (regular users £16.20)</p> <p>A 10% discount is given for booking 6 or more consecutive dates</p> <p>Litchfield Room to stay the same at £10.00 residents and £12.00 others</p> <p>Bridget will send out letters to the hirers with their invoices, informing them of the new charges.</p>	BZ
<p>10. Events Update</p> <p>14 June Enstone Summer Party tickets will be priced at £25.00. it will run from 7.00 pm till midnight. Ticket prices will include a drink of prosecco, beer or Pimm's and food. People will be greeted with a drink on arrival, followed by food at 8.00pm and the band will play two sets. Freda and Sharon will be in charge of tickets. Rachel will devise them and Paul will get them printed. We aim to sell 100. Freda and Sharon will run a raffle. Freda will buy wine and beer for the bar and has some volunteers in mind to run it. Rachel will put a notice in the May edition of the Ensign and advertise in</p>	<p>FS/SH</p> <p>RH/PJ</p> <p>All</p> <p>RH</p>

<p>the usual places</p> <p>September Film Night Date to be confirmed. It may be possible by then to run this event with our own equipment. Fisherman's Friend was mentioned as a possible film.</p> <p>3 November – Craft Fair – Susan had spoken to someone who was interested in having a stall, but who wanted to use a small portable cooking device. To be further discussed to assess potential safety hazard.</p> <p>13 December – Christmas event</p>	
<p>11. Communications Report</p> <p>Usual advertising for Enstone Summer Party will be in place.</p> <p>Andy and Rachel had met Anita and Ros from the Sports and Social Club Committee to discuss collaborative working on 8 April. Feedback is awaited.</p>	
<p>12. Hall Improvements</p> <p>Sound System</p> <p>Rachel will obtain a second quote in order to show due diligence. The possibility of visiting an installed sound system like the one we are thinking of on getting could be arranged. We may need to increase our insurance cover.</p> <p>Kitchen update</p> <p>Paul showed revised plans and it was agreed to spend £3666 on units and work surfaces from DIY Kitchens. Bridget will obtain samples from the company. Andy, Paul and John will fit the kitchen.</p>	<p>RH</p> <p>BZ</p>
<p>13. AOB</p> <p>It was agreed that we should install a lockable box for hirers to pay by cash. It would be labelled 'Suggestions'. Cost is £28.00 and bridget will order it.</p> <p>It was agreed that Anthea would draft a letter to Tom thanking him for all his hard work, Susan will ask Sue, his wife what he might like as a token of our thanks.</p>	<p>BZ</p> <p>AW/SP</p>
<p>14. Date of next meeting</p> <p>Monday 20 May 2019 at 7.00pm</p>	<p>ALL</p>

Enstone Parish Hall Management Committee

Annual General Meeting

Minutes

Date: Monday 29 April 2019

Place: Litchfield Room

Present: Committee: Andy Lee, Bridget Zan, Paul Johnson , Rachel Hunt, Susan Parris, Freda Seath, Sharon Hutchinson, John Vincent, Anthea Williams

John Vincent was welcomed as a new committee member.

Public: None

Item	Action
1. Apologies: Tom Rosewarne	
2. Minutes of last Meeting Agreed and signed	
3. Matters Arising None	
4. Election of Officers Tom has resigned from the committee. As all members of the committee were willing to continue in office no vote was held. The post of Bookings Manager will be advertised. The Committee is : Chairman: Andy Lee Vice Chairman: Paul Johnson Treasurer: Bridget Zan Secretary: Anthea Williams Communication including Data Protection Officer: Rachel Hunt Entertainments Officer: Freda Seath	

Security and Health and Safety Officer: Susan Parris

Committee Members: Tim Burnham, Sharon Hutchinson, John Vincent

Building Maintenance Officer/Caretaker: Ron Bridger *

***Paid officers**

5. Chairman's Report

Chairman's report

The last 12 months have seen the continuation of solid financial reporting system, a good booking protocol and much better marketing of the activities held in the hall.

During the latter part of the year, the committee concentrated on social events, expanding on the film nights and organising a larger social event for the coming new year. The other plans for 2019 are revamping the kitchen. purchase of a new sound system and possible redecoration of internal walls.

The appointment of the caretaker has resulted in better management of the maintenance of the hall and the cleaners. We have had some work undertaken to the hall in the form of repairs to the external guttering and some painting of the external window sills. Unfortunately, we have incurred some unexpected expenditure owing to breakdowns with the heating system: these have now been rectified.

As we have all settled into our various roles and responsibilities, we will continue to put on regular local community social events and explore the possibility of collaborating with other village groups.

6. Treasurer's Report for 2017/18

Copies of final accounts for 2018 and 2019 were distributed

At the year end there was £16379.01 in the current account and £16806.78 on deposit. Profit for the year was a very disappointing £301.78

Hire receipts: Comparable despite necessary allowances that were made for the heating problems. Usage did increase by 8% (1433 to 1547 hrs)

Some differences from the previous year were:

Licences: Premises, music, ICO for CCTV and garden bins

Service charges: now include the heating pump

Communications: 2 yr registration for website and GDPR training

Electricity: There was an actual increased cost of £270

Grounds maintenance: Grass and hedging maintenance by T. Henry has been necessary.

Repairs & renewals: would have been comparable, however a £2660 cost was incurred on repairs to the immersion heater.

Water: Cost has increased by 61% due to the volume metered going up from 48 cubic metres to 102

Film nights: Our first year's film shows made an overall loss of £198.50

No rates were payable as we received the mandatory grant and a full discretionary grant from WODC

Unfortunately only £1350 was received from Ofgem .

The 100 Club was wound up.

The rates for hiring the hall need to be reviewed as there has been no increase since the hall opened in 2014.

John offered to contact film companies to advertise the hall as a possible venue, as this proved very lucrative last year.

JV

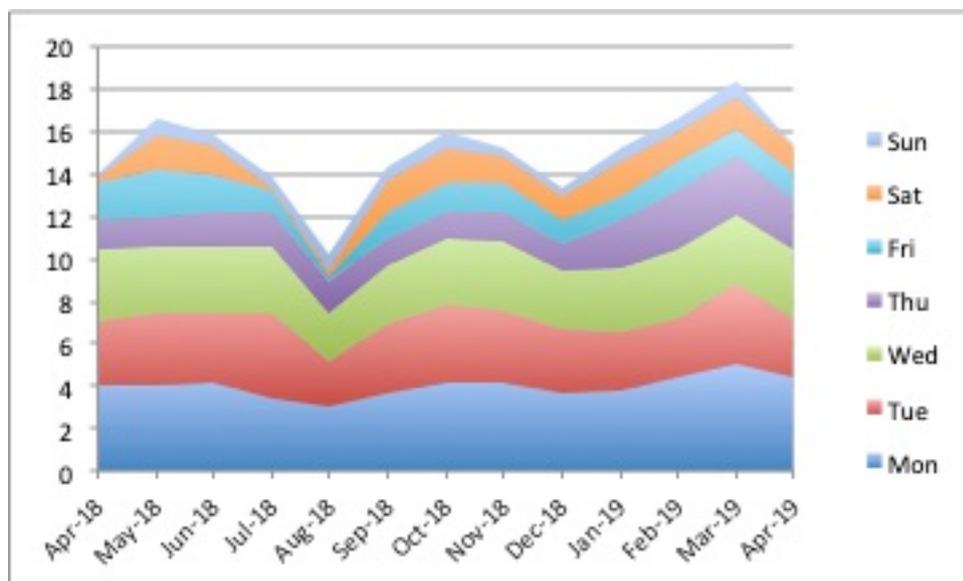
7. Activities currently taking place in the hall

The Hall continues to be booked by many groups on a regular basis.

These groups can be broken down into various categories as follows:

- Fitness
- Hobbies
- Entertainment
- Private Hire
- Local Societies
- Local Government
- Children's Activities

The hall usage by these groups is at its highest at the beginning of the week and tapering off on Sunday as would be expected. The numbers of groups booking the hall is even across the year with the biggest dip in August. The average usage by the groups can be seen in the chart below:



Events staged by the EPHMC are advertised in the local newsletter Enstone Ensign, on posters around the village and social media. In this reporting period there have been 5 Film Nights and attendance has varied according to the popularity of the film. To increase the profitability of Film Nights and to enhance the amenities in the hall the committee are investigating an installed sound and projection system.

8. Future Events

14 June: Enstone Summer Party. It is hoped this will become an annual event and detailed planning will be discussed in the committee meeting following this meeting.

September: Film night will be arranged

3 November: Craft Fair

13 December: Christmas Event

9. Public Discussion

No members of the public were present.

10. Date of next meeting

The next Annual General Meeting will be held on 27th April 2020 at 7.00pm in the Litchfield Room. All are most welcome.