**Duntisbourne Abbots Village Hall**

**Minutes of meeting of Trustees 4th June 2018**

**Present:** Eamonn Cuthbert (EC) - Chairman

Rupert Lane (RL)

Colin Russell (CR) (Secretary)

Russell Carver (RC)

Jane Bell (JB) (replacing Rosemary Wilcox)

Julian Weston (JW)

In attendance (inter alia) Rick Piercy (RP), Mick Lowe (ML) and Shirley Jee (SJ)

1. **Apologies:** Rev Val Thorne and Richard Crabb
2. **Minutes of meeting 25.10.2017:** These were approved
3. **Matters arising:**
4. The grant referred to in these minutes was received totalling £9669.
5. It was noted with sadness that Robert Towill (RT) had resigned as a trustee. CR gave a brief resume of how this had arisen which he regretted. It was agreed that it should be minuted that the charity was very grateful for all the work that he has done and the significant contribution he has made to the running of the village hall: nor was there any suggestion that he had exceeded his brief. A letter would be written to him to this effect.
6. **Financial Position:**

The accounts to 31st March 2018 were noted and approved. It indicated that the charity would have made a surplus of, in round figures, £2000 apart from the £1740 spent on maintenance, (including about £400 re planning for the roof repairs and £500 re cutting out the heating sensors after a period). They also showed some £22,000 in cash including the Lottery Funds mentioned above. This was healthy but clearly some additional funds had been paid out since the year end on matters mentioned below.

1. **(a) Report re work on roof:**

This was going to be done, or at least started, about Monday 18th June and an offer had been accepted. This was for £7,218 plus vat. ML kindly agreed to supervise this and would get the files from RT. A question arose as to whether this charity was subject to VAT for this work (and for the kitchen units below) which no one was sure about. ML would check with RT and would look at the resultant total cost and report to CR so he could get a feel for the financial position generally.

**(b) Report re proposed work on kitchen:**

The units had been received and some wall painting was needed before they could be installed. RP agreed to supervise this and was told that if a professional painter, plumber etc was required then he must say so. Apparently some dry rot had been found in the edges of the floor and this had been put right at a cost of some £723. This was not included in any budget. There was discussion re installing an industrial dishwasher (cost say £1500) and it was agreed in principle that if the plumbing could be put in the decision would be delayed until it was clear how the funds stood.

A subcommittee was formed of RL, JB, RP and SJ which would meet on 21st June at 7 p.m. when it was hoped that, via RP, the financial position would be clearer. CR would have been included but he would be away.

**(c) Other maintenance matters**:

Apart from a problem with the septic tank which was being dealt with, the only other matter was the sanding and sealing of the wooden floor of the main hall where an estimate had been obtained for £2059 (+vat?) and a grant had been received of £1441. It must be checked what the time limit was on spending the grant as otherwise it was felt that this could be postponed if necessary. RP agreed in principle to deal with this issue. Also some painting was needed in the main hall but again this could be postponed if it was going to cost money.

1. **Election and appointment of Trustees:**

Apart from JB no new trustees were appointed at this meeting. Any suggestions should be made to RL for consideration at the next trustees meeting see below, if not agreed earlier by correspondence.

1. **Appointment of Officers:**

Owing to Robert Towill’s resignation as Treasurer and Eamonn Cuthbert standing down as Chair at the end of today’s meeting RL agreed to be Chairman for a year from now. CR agreed to be Treasurer (as well as Secretary) on the same basis in the hope that new trustees could be encouraged to take over both these positions next year. Mark Jee agreed to continue as Bookings Officer.

1. **Report re defibrillator and any future events:**

The trustees agreed that this could be fitted on the front wall under the window to the right of the door, looking towards the hall. This was at the expense of the PC and any small amount of electricity consumed (? £15 p.a.) would no doubt be well covered by the annual grant from the PC to this charity. This could be reviewed if necessary in the future. No future events were reported.

1. **There was no other business**
2. **The next meeting of the trustees would be on 31st July 2018.**