

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting Held on Monday 2nd November 2020 at 7.30 pm via “Zoom”

Present: Alan Ball, Bruce Batting, Ivan Gosden, Bruce Jones, Natalie Larner, Nick Robinson & Ian Sellars

In attendance: Gilly Duckworth

1. **Apologies for Absence**

All members were present at the meeting.

2. **Minutes of the Previous Meeting held on 8th October 2020**

Minutes of the meeting held on 8th October 2020 had been circulated and were agreed as a correct record.

3. **Building Update**

Ivan Gosden reported that the roof should be on by the end of the week. A meeting was recently held with Leo and the builder. Builder slightly behind on works. Order has been placed for stainless steel equipment.

The main problem has been with payment by the Borough Council of the invoice from the builders. The builder stopped work for a few days due to non-payment and the result was that the invoice was paid by the Village Hall and this will be reimbursed by the Borough Council.

The other problem is that ACRE will not reimburse VAT until the works are completed.

Ivan thanked Gilly Duckworth for spending a large amount of time sorting out the problem with the Borough Council.

Alan Ball suggested updated photos should be put onto the website.

Action: Nick Robinson advised Ivan and Gilly to let him know if they have any further problems with invoicing the Borough Council

4. **Report from Duckwood Marketing**

Gilly reported that she has been applying to numerous agencies for smaller grants. No further news on the main applications.

Buy a Brick in time scheme looking good.

Main work during the last month was negotiating with BDBC.

Website – Wedding, Buy A Brick in Time pages receiving a lot more interest.

Buy a Brick in time not yet on social media until Gilly is happy all details agreed.

Gilly communicating with Four Lanes Trust etc to keep them informed of progress with work on site.

5. **Brick in Time**

Natalie gave an update. £1,000 donation received from the Lunch Club. Nick will forward cheque to Ivan.

£2,485 raised so far on Brick in Time.

Natalie suggested using the Just Giving scheme (they take 1.9% of donation). People are using The Shop to give donations. Gilly and Natalie will also be looking into the possibility of setting up Gift Aid.

Ivan suggested buying a card machine for £106 which is a one off payment plus a small percentage of each transaction. The machine would also be useful for the hall to use in the future.

6. **Future Marketing of the Hall**

Ivan Gosden suggested that thought be given to marketing the hall for use for meetings/facilities for working from home once the building works have been completed and covid restrictions eased. Ian suggested local businesses should be circulated to let them know that the hall has facilities – Gilly suggested that maybe a poster on the business park bus and business park websites could be useful and she will investigate these and other ways of contacting local businesses. It was also suggested that this could be combined with the official opening of the extension also possibly using local chefs to show off the new kitchen. Natalie suggested that a promotion video could also be produced. Natalie reported that Wendy had suggested that we do whatever we can to ensure the Hall looks “alive” by using the windows for displays etc.

Action: Gilly to pursue ways of contacting local businesses to further market the Hall and the matter to be discussed again at the December meeting.

7. Caretaker

It was noted that the furlough scheme has been extended until the end of March. Ian asked whether the Hall could be considered to be a “closed business”. Nick felt that the business is still open despite the fact that the Caretaker is not required to work.

Ian said that a calculation needs to be carried out to look at the best way financially going forward (furlough or JSS scheme).

It was agreed that for the next month the Caretaker’s salary should not be topped up to 100%.

It was agreed to make a decision regarding December salary at a meeting to be held on Tuesday 24th November and Trustees to read up on the various options before the meeting.

Action: Ian will circulate a comparison spreadsheet costing the various options with regard to the Caretaker’s employment

8. Cash Flow Forecast

Forecast has been amended following alterations required. Ivan said a problem could arise with unexpected extra works required and not previously allowed for – for instance a soakaway could be required and the cost of such works not yet known.

It was agreed that the cash flow forecast is very useful and Wendy was thanked for providing the information. Bruce said that there will be a bill for legal fees of approximately £3,000 at some point in the future.

9. CIO Update

Bruce thanked the five Trustees for signing up. Andy Morgan to sign for Parish Council and then the transfer will commence. It may be preferable for the old and new charities to run side by side for a while in case there are any legacies involved.

10. Loddon Valley Link

Natalie said she was pleased that the Village Hall had the back page of the LVL but she was not too happy about the inside page. Going forward Natalie suggested we continue with Brick in Time, Amazon Smile and photos of the building works.

It was agreed to discuss decorating the front of the hall for Christmas at the next meeting.

Action: Christmas decoration of the Hall to be discussed at the next meeting

11. Date of Next Meeting

Next meeting to be held Monday, 24th November, 2020 at 8 p.m.

List of Actions:

Nick Robinson advised Ivan and Gilly to let him know if they have any further problems with invoicing the Borough Council

Gilly to pursue ways of contacting local businesses to further market the Hall and the matter to be discussed again at the December meeting
Ian will circulate a comparison spreadsheet costing the various options with regard to the Caretaker's employment
Christmas decoration of the Hall to be discussed at the next meeting