

# Welney Parish Hall Management Committee

Minutes of the Committee meeting held at Bridge House, Welney, at 7.30 pm on Tuesday 10<sup>th</sup> June 2003

## Present:

Mark Farrow (Chair), Peter Cox (Treasurer & Correspondence Sec), Karen Fleming (Minutes Sec)

This meeting was held at Bridge House at the request of the Minutes Secretary

- |   | <b>Action<br/>by</b> |
|---|----------------------|
| 1. <b>Apologies:</b> Clr. Steve Kerr (Vice Chair), Roger Giles (Functions organiser), Clr. Ken Goodger.                             |                      |
| 2. <b>The minutes of the last meeting</b> on 29 <sup>th</sup> April 2003 were read and agreed correct. They were then signed by MF. |                      |
| 3. <b>Treasurer's Report:</b>   |                      |

### 3.1. New bank mandate

The new mandate & personal forms were sent to Barclays on 8<sup>th</sup> June, so it will probably be another 4 or 5 weeks before the bank complete their formalities and we can draw cheques.

### 3.2. Bank balances

We have three accounts with Barclays. In addition to the current account, we have a standard deposit account called a Business Premium account (BPA) which gives very little interest, and a Base Rate Tracker account, which pays better interest than the BPA but it requires a minimum deposit of £5,000. Interest received since opening the tracker account in December is £38.43  
Balances are: Current a/c £2,938.43, BPA £1,352.01 and Tracker £9,038.43. Total £13,328.87.  
Last week the bank were asked to transfer a further £1,300 from BPA to the Tracker account. We also have £285.37 in cash, most of which will be banked once we have cheque facilities again.

### 3.3. Hall bookings Income

Gross income for March was £105, for April £90, and May £65. After caretakers & electricity expenses the net income for the three months is £81.

### 3.4. Bingo

Pat Rix has worked hard to keep this important social function going since taking over from Amy Markham following Amy's accident at Christmas and enforced resignation in February along with the rest of the old Committee. Attendance at the three sessions from March is gradually increasing, and I understand that the new caller, Sid Louth, is proving more popular than his predecessor. Pat has retained £56 for future prizes and expenses, and we have received £35 net.

### 3.5. Surgery

The Upwell Health Centre has not yet been invoiced for the current year. We currently charge £100 a year to cover 2 visits a week. Our costs are about £150 for cleaners and heating. Christchurch charge £2.75 a session, i.e. £286 a year.

PC

### 3.6. Electricity slot meters

MF & PC went across to the Hall and read and emptied them just before the meeting started. Readings were 153 and 907 (previously 142 and 899 on 29<sup>th</sup> April,) so the £19 collected is therefore correct. (Slot Meter income for March had been £62, and for April it was £20.

### 3.7. Donation.

In April we received a donation of £350 from "MAP" - the Welney Millennium Arts Project - from the sales of the 2002 calendar. It had been hoped that we would get the £455 mentioned in an article in the Welney News in April last year, but that was, apparently, a gross figure. A letter has been sent to MAP thanking them for this generous and very welcome donation.

### 3.8. Hall booking charges

In the three calendar years 2000 to 2002, income from Hall lettings and equipment hire has been between £1200 & £1,300 a year, in round figures. Our expenses and overheads over the same period, including some small repairs, were between £2,200 & £2,300.

To break even we really need to almost double our booking charges.

It was recommended that from now on the Treasurer be required to show the cash book and bank statements at all meetings. To be formally agreed at a full meeting. **PC**

#### **4. Matters arising**

##### **4.1. First Aid box**

MF to ask PR if new box had been bought. **MF**

##### **4.2. Fire equipment**

In the kitchen, PC has moved the fire blanket and fitted a new 2kg powder extinguisher at low level. In the main hall, PC has fitted 2 x 2kg powder extinguishers adjacent to the water ones, with luminescent signs in all positions. Still awaiting supply of fire exit signs & luminescent strips. **PC**

##### **4.3. Extractor fan**

Not yet replaced. **SK**

##### **4.4. Weeds around Hall**

MF to ask RG if he has dealt with this. **MF**

##### **4.5. July fund-raising event.**

No news of any progress. MF to speak to RG. **MF**

##### **4.6. Committee Constitution**

Deferred to next meeting as insufficient members present.

##### **4.7. Hall tariff**

The following recommendations were made following consultation with the Bookings Clerk, to be discussed again at next full meeting after feedback from user groups. **MF**

- (a) For user groups, increase from £5 to, say, £7.50 per 2 hour session.  
The committee to approach these groups, (Toddlers, WI, & Friendship Club), to ascertain their willingness or ability to pay a higher rate.
- (b) Parties, for adults from £25 to £45 per day; for children, from £5 to £10 for up to 4 hours incl setting-up and cleaning, and a further £5 for each additional 2 hrs or part.
- (c) For GP use, to increase the annual charge from £100 for two surgeries per week (approx £1 per session!) to, say, £250. (Christchurch charge £280 pa).
- (d) Equipment hire; £5 min charge for up to 5 tables & £1 for each additional table and £5 min charge for up to 10 chairs, then 50p per additional chair. Crockery: POA.

##### **4.8. Environmental health spot check**

Awaiting a letter confirming requirements following the inspection. Main points mentioned, fill the holes in kitchen ceiling (these are for ventilation!), seal the crack in Lino on kitchen floor and provide wash hand basin in bar.

##### **4.9. DDA compliance.**

Discussion was deferred to the next full meeting. However, PC reported that he had extensive literature from the Disability Rights Commission, and suggested it would be useful for members to become familiar with some of the information - folder circulated.

#### **5. Welney Lottery.**

PC reported that the lottery had ceased in August 2002, but some people had paid in advance for draws that didn't take place. The previous Committee's lottery money collectors, Marlen Moss-Eckardt and John Waring, had been asked to supply details of pre-payments. From the information given, it appears that refunds totalling £108 are due. M M-E has offered to refund all those she collected from. It was proposed and agreed that refunds should be made. PC to supply MM-E with cash and list of names and amounts due, and MM-E to obtain signatures. A copy of the list to be displayed in the shop to inform those named that refunds are to be made, and asking anyone else who thinks they are also due a refund to contact the Committee. **PC**

#### **6. Architect's invoice.**

The last communication was a letter from Mr Harrall dated 19<sup>th</sup> Dec 2002 acknowledging Richard Green's letter querying the amount charged.

**7. Hall Insurance.**

The previous Committee's insurers (Zurich) quoted £787 to renew. If the Council extend their policy (with Allianz Cornhill) to cover the Hall the additional amount would be £717. The Council will therefore arrange cover, and invoice the Hall for that amount.

**8. Lawnmower disposal**

Deferred to next meeting.

**9. Information for Welney News**

Jenny Stevens, editor of Welney News, has requested regular information on the Hall Committee. It was agreed that minutes or a précis of them could be passed to Jenny by KF.

**KF**

**10. Correspondence:** None

**11. Any other business:** None

**12. Date of next meeting:** To be advised later.

**13. Meeting closed:** not noted

These minutes were read and agreed as correct on:.....

And signed by the Chairman.....