

WELNEY PARISH HALL MANAGEMENT COMMITTEE

Secretary and Treasurer's report given at the Committee meeting on 10th February 2004

ARCHITECT'S INVOICE

After 5 months silence, we have received another request for payment from Mr Harrall. In his letter dated 3rd February he said "it was imperative to resolve this issue amicably between ourselves to avoid the need to have to pursue it through the courts". He has not responded to any of the comments made in the four letters sent to him between 2nd July and 5th September last year.

BANK

Mandate

Barclays Bank wrote on the 21st October 2003 to confirm that all formalities in connection with our 29th April 2003 mandate had been completed. The three signatories are Mark Farrow, Karen Flemming and Roger Giles. Cheques require any two signatures. The Treasurer is not a signatory.

Statements.

The latest statements we have show balances of £637.37 in the current account at 31st December 2003 and £15,050.70 in the deposit account at 7th November 2003. All statements are in the filing cabinet for inspection by any member.

DOCTORS SURGERIES

We are awaiting payment of £125 for the second half of last year (only invoiced in December), and £125 for the first half of this year (invoiced this month).

FIRE EQUIPMENT INSPECTION

Cost of the annual inspection in November was £81.80. It included £35.55 to recharge one old water extinguisher and £11.42 to recharge the old blue cylinder in the kitchen. It may be cheaper to renew rather than recharge older extinguishers in future. Paid by cheque on 31st January.

ELECTRICITY

Slot meter Income

The meters were read and emptied before the meeting by Mark Farrow-in the presence of Steve Kerr and Peter Cox. Readings were 293 and 016 compared with 221 and 956 at the previous emptying on 6th December so the income of £132 handed to Peter Cox was correct. £2 was returned to the meters for heating at the meeting.

Supply Cost

The charge for the period 15th October 2003 to 9th Jan 2004 was £112.76. Readings were actual figures taken on both dates. Paid by Direct Debit on 26th January.

HALL BOOKINGS

The net income received after wages and cost of heating hall during Surgeries and in periods of freezing weather was: October £28, November £39.00, December a loss £29.00, and January a loss of £19.00 There is however £35 owing by the school for the 3 months Oct to Dec, which will give a total net income of £54 for the four months! (I understand that the School Secretary sent me a cheque on 18th January, but it hasn't arrived. She will "stop" that, and send another today).

BINGO

Net income for October & November was only £10 after deductions of £19 for new books but December & January provided £110 in total, due partly to some of the Christmas prizes being donated rather than bought, and increased attendance, especially in January.

XMAS FAYRE

A reasonably attended event on 6th December 2003 provided a net income of £94.09. This came from rent for 4 stalls @ £5, and 3 @£7.50, plus £39.19 from Amy Markham and the WI being the total income from refreshments, and £46 from the Friendship Club being 1/3 of the profit from the raffle, a total gross income of £127.69. Expenses were £27.60 for new decorations and £6 for heating.

NORFOLK ASSOCIATION OF VILLAGE HALLS

The annual subscription of £10 was paid by cheque on 31st January to renew membership for 2004 NAVH can be contacted for free advice on all aspects of hall management on 01362 698216.

Peter Cox, Correspondence Secretary & Treasurer, 10th Feb 04