



VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES of the MEETING ON MONDAY 11th NOVEMBER 2019 at 7.00pm

in the VILLAGE HALL, COMMITTEE ROOM

Present: Cllrs Beckham (NB)(Chairman), Roberts (DR), Sulej (JS) and S Ball (VHPFF)

In Attendance: S Jones, Clerk to the Council

1. **APOLOGIES FOR ABSENCE** – There were no apologies for absence

2. **BUDGET FOR 2020/21** – Review of year to date and plan budget for 2020/21

Review of the Budget for the year to date - There is a large underspend in the area of Village Hall Maintenance. The Committee agreed to look at carrying a maintenance tasks before the end of the year. To include kitchen appliances, floor cleaner, carpets, PA System lounge chairs and curtains. (see Appendix A)

Budget for 2020/21

Items to be added to the budget (included in Appendix B)

Refurbishment of Hall Floor (ie sand back to wood and resurface) – The cost submitted by Ashley for this work is £2,500 plus VAT (to be added to the maintenance Budget). The school has agreed to pay 20% towards the costs.

- New PA system – Pending the result of the service on the PA system (25th November), a new PA may need to be added to the budget.
 - Extending loft space and new loft stairs – A quote for £3930 + VAT has been received this would probably need Landlords consent and possibly a permit to do the work at a cost of £800.00.
 - Maintenance Schedule – Addition of service schedules for water boiler, floor cleaner, curtain and carpet cleaning. Costing for items is include in Appendix B.
 - Insurance – request PC to look at increasing cover for the Village Hall – A new estimate for the PC and VH insurance is in the region of £800 the PC should budget for £900 plus VAT.
 - Entertainment & Advertising Budget – It was agreed that the VH should have an entertainment and Advertising Budget of £500 to enable the Parish Council to hold more social at the Village Hall.
 - Replacement windows for office, committee room and toilets - The quote we have already received for this is £5289.00 plus VAT this would include the toilets. However, the new quote should only include the Committee Room and the Office. The figure for budget purposes should be £4000.00 plus VAT to be added to capital expenditure (inclusive Landlord permission and licence @£800).
 - Create a list of general maintenance items to be completed during the next financial year, including protruding screws in door frames: Check the drains before Rose Day; protruding screws in door frames; painting the entrance hall, corridors, toilets and Parish Office, increase the number of emergency signs and signs encouraging hirers to keep routes to fire exits clear.
 - Investigate possible school contributions to lighting project – on hold pending decision to go ahead with investigation of review of Joint Use Agreement.
 - Redesign of planted area at the front of the village hall – add £1000 to improvements budget.
3. **CAPITAL PROJECTS** – Bar Servery and Lighting Projects - Selection of Supplier for the Works

Resolved: *The Committee chose Clarke Gough subject to receiving satisfactory references.*

Action: Clerk to ask for references.

4. **ANY OTHER BUSINESS** - None.

5. **DATE OF NEXT MEETING** – To be decided.

Appendix A
VH Income Nov 19

£11,248.22

Village Hall	Actual Nov 19	Year end Estimate	Budget 2019/20	% Budget
VH Expenses				
VH Improvements	£139.39	£1,000.00	£1,500.00	9.29%
VH Recharge	£0.00	£0.00	£13,000.00	0.00%
VH Performing Rights	£191.12	£191.12	£261.00	73.23%
VH General Maintenance	£578.17	£2,200.00	£3,200.00	18.07%
VH School Kitchen Hire fee	£44.00	£66.00	£100.00	44.00%
TOTAL VH Expenses	£952.68	£3,457.12	£18,061.00	5.27%
VH Salary & Expenses				
VH Supervisor Salary	£3,396.28	£5,457.28	£5,500.00	61.75%
Staff Expenses	£125.90	£200.00	£300.00	41.97%
Caretaker Services Pay	£890.08		£0.00	0.00%
VH Clerk Salary (£12.39 per hr)	£859.04	£1,288.56	£1,500.00	57.27%
VH Cleaner Salary (at £8.70per hr)	£1,507.42	£2,714.40	£3,200.00	47.11%
TOTAL VH Salary & Expenses	£6,778.72	£9,660.24	£10,500.00	64.56%
TOTAL Village Hall	£7,731.40	£13,117.36	£28,561.00	27.07%

Appendix B

Village Hall	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23
VH Expenses					
5004 VH Improvements	£2,500.00	£1,500.00	£1,000.00	£1,000.00	£10,000.00
5005 VH Recharge	£13,000.00	£13,000.00	£14,000.00	£13,000.00	£13,000.00
5006 VH Performing Rights	£261.00	£261.00	£225.00	£261.00	£261.00
5008 VH General Maintenance	£1,500.00	£3,200.00	£3,330.00	£1,900.00	£1,900.00
5007 VH School Kitchen Hire fee	£100.00	£100.00	£340.00	£125.00	£125.00
Entertainment Budget			£500.00	£500.00	£500.00
TOTAL VH Expenses	£17,361.00	£18,061.00	£19,395.00	£16,786.00	£25,786.00
VH Salary & Expenses					
7001 VH Supervisor Salary	£2,000.00	£5,500.00	£6,000.00	£6,500.00	£7,000.00
7010 Staff Expenses	£300.00	£300.00	£300.00	£300.00	£300.00
7004 VH Booking Clerk Salary	£1,236.00	-	-	-	-
7003 VH Caretaker Salary	£5,485.00	-	-	-	-
7005 VH Clerk Salary (£12.39 per hr)	£1,500.00	£1,500.00	£1,127.49	£1,205.29	£1,288.45
7002 VH Cleaner Salary (at £9.30 per hr)	£3,327.00	£3,200.00	£3,300.00	£3,400.00	£3,500.00
7012 Caretaker Services Pay	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL VH Salary & Expenses	£13,848.00	£10,500.00	£10,727.49	£11,405.29	£12,088.45
TOTAL Village Hall	£31,209.00	£28,561.00	£30,122.49	£28,191.29	£37,874.45

incl annual maint for kitchen equipment, floor, electrical equip, pat testing lights.
inc to 50% of hire charge (average 5 per year)

2019 minimum wage £8.21 p/h prediction of 60p increase per hour

10hrs a week plus 60p p/hr £5,314.40 plus holiday cover £572.32
hrly rate £9.62 = £10.22 ph Total £5,886.72

1.75 hrs a week no increase £2,901.60 plus holiday cover £260.40
6hrs a week plus 60p p/h Total £3,162.00

TOTAL £63,974.00 £64,823.00 £72,517.49 £64,191.29 £73,974.45

Spend from Reserves	Spend 2018/19	Spend 2019/20	Spend 2020/21	Spend 2021/22	Spend 2021/22
Office & Cttee Room Windows			£4,000.00		
Loft extension and new stairs			£4,800.00		
New Windows for VH	£3,750.00	£3,750.00			
Election Fee	£3,500.00	£7,000.00	£7,000.00	£7,000.00	£7,000.00
VH Recharge 2017/18	£12,000.00	£13,000.00	£14,000.00	£14,000.00	£14,000.00
TOTAL	£19,250.00	£23,750.00	£29,800.00	£21,000.00	£21,000.00
Not included in budget for precept.					