

Whaddon Village Hall and Recreation Ground Trust

Committee Meeting held at Whaddon Village Hall, on 7th April 2014 at 8pm

Present: Jenna Lewis –Chairman
Karen Coningsby - Secretary
Wendy Evans – Vice Chairman
Carol Ginger Nikki Morton

1. **Welcome**

The Chairman Jenna Lewis welcomed members to the meeting. Jenna Lewis also welcomed Amanda Sylvester to the meeting as she is thinking about coming on the Trust.

2. **Apologies for absence**

Apologies for absence were received from Peter Haselden, Amy Walker and Deborah Townsend.

3. **Declaration of Interest**

There were no declarations of interest.

4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 3rd March 2013 were signed by the Chairman as correct.

5. **Matters Arising**

1. Jenna Lewis is to ask the Parish council to pay for the surveyors report. This will include the second phase for evaluation. Parish Council have agreed to pay £3800 for the percentage we have to pay for Amey Cespa for the grant. They have agreed to pay for Roger Parker and next year's Surveyors report. JL
2. Jenna Lewis has emailed Philip Peacock re Hirer Agreement disc today 3rd March 2014. This is still to be done. JL
3. Amy Walker has signed the form.
4. Newflame – The Parish Council has paid the invoice. .
5. Morely Manufacturing - The cage has been completed and the invoice will be paid for by the Parish Council.
6. Playground Rota – Carol Ginger and Karen Coningsby have swapped dates (26th April and 3rd May). Weekly inspection starts 12th April.

6. **Correspondence**

We have received the Certificate of completion of Work. The Insurance has been revised. We are now fully insured again. We will need to go out and get some more quotes for the insurance. We will need to have a proper valuation done now

the work is completed.

Charity Commission – we need to write a report. Jenna Lewis needs to speak to Peter Haselden re report. We could register for Gift Aid.

JL

7. **Playground**

There were no issues with the monthly inspection. Still concerned about the Mole hills. There is no problem with the play equipment. Bins are being emptied. Fenland will still do the ROSPA inspection

8. **Treasurers report**

Bank balance:

- £4402.78, of which £3840 is ring-fenced for paying Amey Cespa (cheque still not cleared), leaving £562.78 of funds available.

Unpaid invoices:

- None, the PC has kindly paid Newflame, Morley and Building Regs

Income still to be received:

- SCDC £2460.60 – e-mail approval from Joseph Minutolo for this final amount. Unclear whether he just wants to see all our building invoices, or actually receive an invoice for this amount.
- Amount was initially based on an initial target spend of £250,000: hopefully no problem with this for this final amount.
- Total spend for stage 1 and 2 (includes amounts paid for by PC): £153,547.70.
- Total money raised/donated/lent: £116,070.80
- The difference was our starting cash balance.

Invoices that I have on the renovation list, but not clear whether we have to pay:

- HNH builders: £330.93 (balance between original quote and what we've paid)
- UK Power networks: £373.20 (balance on the power connection)
- I will assume in the accounts to March 2014 that these amounts will never be claimed, so I will remove them from the potential liabilities.

Accounts for year to March 2014 (think still March lettings to

come)

Income

- Lettings: £2,556
- Donations £613
- Grants received/precept: £108,912
- Events income £1,440
- Playground fund release £800
- Bank interest £4
- TOTAL: £114,326

Expenditure

- Electricity £661
- Water £319
- Repairs £684
- Cleaning £34
- Insurance £1275
- Accountancy (2 years' worth) £840
- Events expenses £114
- Refurbishment costs £142,827
- TOTAL: £146,754

Excess payments over receipts

- -£32,429
- Excluding fund-raising and refurbishment: £3,793

Jenna Lewis mentioned that this time next year we will be running properly.

9. Fund Raising Events

1. **Comedy Night 5th April** – Was a great success. We made a profit of £732.20.
£880 Tickets, £142 Raffle, £339 Bar(186.80) , £21 Food and £21 license. Thanks to all involved. A big thank you to Steve Coningsby for the stage.
2. **Opening of Hall** –14th May - Wendy Evans has been contact with those that have been asked to the opening.
Amey Cespa x 1, SCDC x 3, David McCraith yes, Terry Allison yes, Architect x 3, Taylor and Turner x 2.
Cole Charitable Trust No, Garfield Weston No, Big Lottery Fund No, Kardene flooring No, Nigel Cathcart No.
Plaque – Wendy Evans has been surfing the web to find someone to do a plaque. It will be Clear Perspex

600mm x 900mm and will go in the back hall on the wall where the kitchen window was.

It was agreed by all to have South Cambridgeshire District Council in full, take out: **and all the** and make **v in villagers** a capital **V**. Take off Reconstruction by: HNH Builders Ltd / Taylor and Turner. Groundworks by: N S Surfacing.

The word funders was discussed whether this was correct or not Wendy would like to know if this is going to be changed by next week. Jenna Lewis to discuss this with everyone by 14th April.

JL

3. **BBQ** – 21st June - Disco by Steve £250. Nikki Morton to report back to Steve. A butcher the has his shop next to James Coningsby shop has offered to do us a quote for sausages, burger and chicken.

Children £7

Adults 9

5 and under Free

5. **Mobile disco** – 25th October for the disco.

6. **New Year's Eve** – Steve has offered to do the disco for £250. Everyone was in favour. We have the tickets.

11. **Lettings and Maintenance**

Quite a few birthday parties, Dog training classes have booked more and may want to do evenings as well. Pilates has booked another course of 5 weeks and is full. Nikki's fitness has cancelled her Friday morning class. Coffee morning is going well.

Fire extinguishers and security lights – both have been checked with no problems.

Maintenance - There really is not maintenance to be done.

David Evans has put up mirrors, shelves and toilet roll holders in the new toilets.

Notice Board – The Parish Council board is to go on the side wall facing the church. Jenna Lewis to ask Parish Council re position of notice board.

JL

12. **AOB:** AGM – possibly in May. Jenna Lewis is away for the next meeting.

13. **Date of next meeting** – 6th May 2014 at 8pm in Village Hall.