

# **OLDBURY ON SEVERN MEMORIAL HALL**

Trustees & Management Committee

## Minutes of the MANAGEMENT MEETING held at the Hall

**Tuesday 10 February 2015 at 8.40pm**

PRESENT: Mr J Belbin (Chairman), Mr G Poole (Vice Chairman), Mr P Orford (Treasurer), Mrs K Blanchard (Secretary), Mr G Ball, Mrs R Belbin, Mrs M Cornock, Mr G Dyke, Mrs J Hales, Mrs J Perkins, Mrs K Porter, Mr D Riddle.

Also Present: Dr L Hales, Mr G Porter, Mr K Oxenham, Mr I Bell, Ms A Martin, Mr A Taylor.

### 1.0 APOLOGIES FOR ABSENCE

Apologies were received from Mrs J Tibbenham, Mrs M Baker and Mr R Shipp.

### 2.0 MINUTES OF THE PREVIOUS MANAGEMENT MEETING

The Minutes of the previous meeting held 9 September 2014 had been circulated and Members agreed they had read them and accepted them as a true record.

### 3.0 MATTERS ARISING

There were none to discuss.

### 4.0 FUNDRAISING

#### 4.1 EVENTS ALREADY HELD

##### 4.1.1 Themed Italian Supper – 11 October 2014

This was another successful and enjoyable evening. All 72 tickets were sold and there was even a 'wait list'. The event made a welcome profit of £653.15. Grateful thanks are due to all the ladies involved in preparing and presenting this meal.

## 4.2

### FORTHCOMING EVENTS

#### 4.2.1 Family Bingo Night

Although this is known not to be a 'big earner', it was felt that the event is still worth running. The anticipated profit will be in the region of £90-£100 and will involve just a modest number of helpers. As to not clash with any other local event it was thought that a date of 18 April should be set. (Put back to 25 April after meeting.)

#### 4.2.2 Coffee Morning

Again, so as to avoid any other local event, a date of 9 May was decided upon. (Put back to 16 May after the meeting.) The event will start at 10.30am.

Last year's overall profit was £202, with £52 of that total deriving from plant sales. Mrs K Porter offered to look into sourcing plants elsewhere as a comparison to what was paid last year.

An entrance fee of £2 was agreed upon. The event will include a Bring & Buy Stall, Cake Stall, Plant Stall, and a Raffle.

#### 4.2.3 Themed Supper Evening

Mrs Hales was upset that the Committee had not agreed to her request that the ticket price for last year's event be increased by £2. Had this been done, the profit for the evening would have been similar to the previous year.

In response to a question from the Chair, Mrs Hales said she would not be assisting with this year's event.

Mrs K Porter, Mrs R Belbin, Mrs C Dyke and Ms A Martin agreed to progress this year's event. They would quickly (within 2 months) decide on the date (October was the preferred month, the 10<sup>th</sup> had been suggested, but it was necessary to consider holiday commitments), the theme (Irish had been suggested, but there might be difficulties) and the ticket price.

#### 4.2.4 Race Night

Mr G Dyke will ask Mr Pete Jackson with the view to coming on 27 February 2016. Mr G Poole, Mr G Dyke, Mr P Orford and Mr J Belbin will be responsible for this event.

#### 4.2.5 Other Suggestions

No other suggestions were made.

## 5.0 EQUIPMENT

Mr J Belbin said he had tried to descale the water urn from the kitchen but it was still not working. He will look into purchasing a new element, but this is not likely to be cost effective. It was suggested that the two large kettles we have are enough, as we could borrow an urn from other village organisations if needed.

## 6.0 REPAIRS & REDECORATION

### 6.1.1 South Boundary Wall Repairs

Mr G Poole had cleared the ground, between the boundary wall and the building itself, of rubble. No further progress has since been made due to inclement weather, but it was recognised that remedial work needs to continue. The Fun Run committee have very kindly donated £500 towards this project.

## 7.0 HALL IMPROVEMENT

Both the Chairman's Annual Report and that of the Treasurer said that, where available, further information would be provided as to where overspend occurred and how much this amounted to This follows: -

### 1. Archaeological Survey

Based on Cotswold Archaeology's quotation for daily rate, work proposal and final report together with a contingency allowance, we estimated £3,000 for three days' work.

In the event, Cotswold Archaeology took 6.5 days, their final bill being £3,657, creating an overspend of £657. The archaeologist had interrupted both builder and digger driver whilst excavating, to hand dig the trench.

The cost of extra builder's time being £1,300 and the cost of the extra digger's time being £840.

*Overspend of £2,797.00.*

### 2. Kitchen/Committee Room Roof

The original proposal was to re-use the hip tiles, buying to make up shortfall and to build up existing hip roof timbers with new timber.

It was decided to use new timbers, battens and felt, tiles (to match new extension roof) and lead. It also required that the roof space be insulated.

*Overspend of £2,000.00.*

### 3. Painting & Decorating

Not included in the original estimate.

- Labour - £1,440
- Paint - £128

*Total cost £1,568.00.*

### 4. Electrical

Items not included in original estimate were: -

- Two water heaters, including cabling - £400
- New fluorescent (including emergency lighting) in the Committee Room - £100
- Automatic light switches in WCs - £100
- LED lighting for Ladies' WC - £80
- New tube for main hall - £20

*Overspend of £700.00.*

### 5. Repairs to Path

*£600.00.*

### 6. Tiles to WC Floors

- Tiles/adhesive - £208
- Labour - £300

*Total cost £508.00.*

### 7. Windows

The estimate for this item was £1,470 but actual cost to match Hall quality was £1,859.

*Overspend of £389.00.*

#### 8. Plumbing

Extras of thermostatic valves on radiators and a flushing device for urinals, together with difficulties with pipework and access for central heating hot water supply made a total cost of £1954 rather than the estimated cost of £1,567.

*Overspend of £387.00.*

#### 9. Guttering

We were required to match existing which is cast iron. We used simulated cast iron in plastic. Estimated cost of £203 rose to £562.

*Overspend of £359.00.*

#### 10. Skips

One additional skip was required. There was also a significant increase in Landfill Tax. The estimated cost of £1,390 rose to £1,740.

*Overspend of £350.00.*

#### 11. Doors

The Building Inspector required a fire door be installed on Store Room. The builder was asked to provide matching and stronger ply, if possible, on all doors. The simplest solution was to use fire doors throughout.

*Additional cost of £100.00.*

THE TOTAL VALUE OF ALL 11 ITEMS

**£9,758.00**

In response to a question from the floor, as to what else might be contributing to the overspend, the Chairman said building materials were £4,300 greater than estimated. Not all of this could be claimed however, since small amounts were already included, for example in the path repairs above.

Mr J Belbin questioned whether we should still use the words ‘Proceeds for Hall Improvement Fund’ on literature for fund raising events, since much of it would go to clearing debt. The meeting decided that we should continue to use the words. The words would not be used, of course, when applying for grants, since the latter would be for a specific item or purpose.

8.0            100 CLUB

The general consensus was that this would be welcomed. However, administration and general logistics of this are not easy. Anyone joining this would need to sign up for 12 months. Documentation has yet to be prepared and approved.

9.0            MEETING DATES

It was agreed that these could be more flexible in future.

10.            ANY OTHER BUSINESS

There was no further business to discuss.

11.            DATE OF NEXT MEETING

**15 September 2015 at 7.30pm.**