

## **Minutes of management committee meeting held on Thursday 7<sup>th</sup> February 2008 at 7:30pm in Croyde Village Hall (CVH).**

**Present:-** David Tebbutt (treasurer), Liz Greenway, Paul Petrides, Margaret Patten (chair), Isabelle Bromham, Douglas Owen, John Symonds (Parish Councillor), Bill Patten, Paul Cole, Rosemary Littlewood, Rose Cole, Christopher Burrows (secretary), Mary Tebbutt, Kim Watkins, Mike Harrison (Parish Councillor), Adele Gibb (toddlers).

**Apologies:-** Richard Windsor, Vikki Worthington, Amy Freeman, Paul Watkins.

To enable some members to leave early, the agenda order was altered slightly.

### **Matters Arising:-**

The minutes of the previous meeting were agreed as correct.

David Tebbutt spoke about keeping to the agenda and only speaking one at a time.

Unfortunately Lionel Pettit (committee member) has died, his funeral was held on 4<sup>th</sup> February 2008.

Thanks to Chris Burrows for preparing for and organising the Hallmark meeting, Croyde Village Hall has obtained the level one Hallmark award.

### **Youth Club 25K:-**

Isabelle Bromham spoke about the Youth Club's £ 25,000. She explained that the money is not a donation to Croyde Village Hall to spend as they please, but was obtained to build a youth club room and storage room. And the money must be spent on this and this only. Isabelle and her son Beau applied for the money and they have been given the money for specific items to build a youth room. As with all funding, the money has to be spent on what it was applied for (no questions). It's not about whose need is greater or if one user group is more important than another or whether we (as a committee) think disabled toilets are more important than a storage cupboard (which of course they are).

We have absolutely no choice. The money was given for a specific purpose and it has to be spent on what it was applied for, otherwise the money (or a portion of it) has to be returned. Isabelle is personally responsible in making sure this is the case.

### **Toddler Group:-**

Adele Gibb spoke about the toddler group; she explained that they are a non-profit group and that they feel the proposed price increases are unjust and unfair; the toddler group currently pay £10 per session and have the use of a secure storage area (no other user group has access to such storage facilities).

David Tebbutt read from last month's minutes where the price increases were discussed. The summary was Croyde Village Hall has to pay an extra 17.5% as they are now VAT registered (meaning if we don't put up our prices by 17.5%, we'll now earn 17.5% less). Also in the last 5 years (approximately) the water charge has doubled, the price of oil has at least doubled and the price of electricity has gone up at least 50%. Croyde Village Hall's charges have pretty much stayed frozen. At the January committee meeting it was agreed that all hire prices would have to rise by at least 50% (e.g. half as much again) for Croyde Village Hall to just break even.

Croyde Village Hall is not in 'business' to profiteer or make money from any user group, whether local or not, rich or poor, old or young, music or art etc. But, it has to (by law) breakeven and to do this we must charge a reasonable amount.

The committee noted that 15 years ago the charge per child was £1, and that it is £1 today.

It was agreed that when Richard returns from holiday Adele Gibb and Richard Windsor will discuss what the toddler group pay per session hopefully a compromise can be met.

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**Treasurer Report:-**

Current account:~ £ 27,041 Reserve account:~ £ 24,885 Youth Club account:~ £ 25,000  
Total:~ £ 51,926

**Extension Project:-**

South West Water will start work moving the sewer on Monday 11<sup>th</sup> February 2008. They hope to complete the work in a week.

Building work will start on Wednesday 20<sup>th</sup> Feb 2008.

The whole shell should be up and complete by the end of March 2008.

Unfortunately the excess soil waste removal was not included in any of the quotes, so this has to be arranged and paid for by Croyde Village Hall (Paul Cole to arrange).

Paul Cole will visit Croyde Motors to inform them of the building works, we hope that any disturbances will be kept to a minimum.

The old dangerous tree's (between the hall and Croyde motors) will have to come down before any work can start on the sewer. Croyde Motors own the trees, they are at 45%, rotten and considered very dangerous (Bill Patten to speak to Croyde Motor's about a contribution towards removing the trees).

Various people are working hard behind the scenes to try and get the total bill charged by SWW reduced, John Symonds (parish council) spoke about how he and many others are all communicating with the powers that be to apply pressure on SWW to be reasonable about their charges.

The new extension project is finally going ahead!, well done everyone involved. Let's hope there are no more expensive surprises!

**Bookings:-**

Richard Windsor is currently away on holiday; Chris Burrows is looking after the bookings diary.

From last months minutes (just in case you missed them):

Richard Windsor reported the Hall's hire prices have not really changed for a couple of years. During this time the price of OIL for heating has DOUBLED, the price of ELECTRICITY has gone up 50%, our water bill has also DOUBLED in price. And as Croyde village hall is now VAT registered this extra 17.5% should also be passed onto the hirers.

**To just cover all our increased costs and to break even it is estimated we should increase prices by at least 50%, that would just cover our increased costs, no extra money to Croyde Village Hall.**

After a brief discussion it was agreed that overall, it's expected that hall hire charges will increase by approximately 20%. The committee agreed that the final decision would lie with Richard Windsor on what he feels suitable for each user group and one-off hire.

As a note: David Tebbutt (treasurer) has worked out that it costs Croyde Village Hall £30 per day to stand still. That actually means, if we were booked EVERY evening at £30 we would only just breakeven. We are of course nowhere near being booked out every evening and nowhere near charging £30, thus we are losing money every day, every week, every month and every year etc (if it were not for the bar, Croyde Village Hall would be in a very serious financial position).

It has to be made clear that the price increases are NOTHING to do with the new extension, the price increases are so that we attempt to breakeven on our incomings and outgoings. The hall extension is being funded by external grants (not by the hall hiring's).

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**User group reports:-**

**Film night (deckchair cinema)**

The first film night was a great success; the next one is Tuesday 19<sup>th</sup> Feb 2008. An evening of Extreme water sport entertainment! We have borrowed lots of deckchairs! Chris Burrows from the film night handed over a cheque for **£110.50** to Croyde Village Hall.

**Friday evening SK8 night and Youth club**

All sessions running smoothly.

Still very popular with all the youngsters.

Musical Youth III has been booked for Saturday 7<sup>th</sup> June 2008.

**Fundraising:-**

David Tebbutt reported that he has received £5,000 from the Garfield Western Foundation.

An arts council funding application is hopefully going ahead.

Rachel Brand has offered to hold a Jazz evening at Croyde Village Hall (Chris Burrows to organise).

Rachael also suggested a quiz night.

Cecil Parsons has film footage of old Croyde, it was suggested we put on a film night (Rosemary Littlewood).

Jonathan Marshall (bird man) is booked to perform at Croyde Village Hall (Mary Tebbutt).

Croyde Players are organising a murder mystery evening at Croyde Village Hall, excellent stuff - Rosemary Littlewood and Phil Goodenough.

**General Maintenance:-**

Notice board has been tidied up by David Learmont (from Chapel Farm).

**Any Other Business (AOB):-**

**Mobile catering unit**

Liz Greenway addressed the committee with regard to siting their mobile catering unit on Croyde Village Hall's green.

Chris Burrows and David Tebbutt have both been told by various council groups and/or fundraising bodies that all halls are being encouraged to operate coffee & cake shops to help with fund raising and thus they felt it a great idea.

Chris Burrows also pointed out that currently we are very dependant on late night live music band evenings for the majority of our finances. We are losing money everyday, every week, every month on hall bookings and the only reason we have not gone bust is because of the late night live music band evenings. Chris Burrows (agreed by Douglas Owen) felt that any move away from depending on beer sales for the hall's finances and to open up another income stream must be a good thing.

May Cottage tearooms closed last year, St Helens Priory also closed last year. Thus we would not be in any direct competition with any local business (as we'll be filling in the gap left by these two businesses closing).

Paul and Liz Greenway will be responsible for making sure the whole area is left in a tidy state. The van must be moved away offsite every evening.

Liz and Paul to be flexible on days when an event is happening at the hall, e.g. Farmers Markets, Musical Youth, Craft Fairs etc, as there will be days when it'll not be appropriate for the van to be on the green.

The committee felt overall this was a great idea (with a percentage going to Croyde Village Hall extension project) it was agreed to trial the van for one month, starting at Easter Bank holiday weekend.

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**Hall cleaning**

The panto user group (Croyde Players) complained that the level of cleaning was not what they had expected during the panto week. With 600 people passing through the doors in 4 days and using the 'facilities' the panto group feel better attention should have been paid to keeping the hall clean between performances and checking the toilets for cleanliness etc.

The toddler group also made a comment of the cleanliness of the hall.

As best practice of being a good village hall, the charity commission and the HallMark scheme all insist that ALL contracts are reviewed annually e.g. insurance supplier, electricity supplier etc for the best service and price.

Item will be added to the agenda for A.G.M. review of all contracts (i.e. Insurance, Cleaning, Electric, Oil suppliers etc)

**Date of next meeting(s):-**

Thursday 6<sup>th</sup> March 2008 @ **7:30pm** in Croyde Village Hall.

A.G.M. ~ Thursday 3<sup>rd</sup> April 2008 @ **7:30pm** in Croyde Village Hall.

End of meeting.

# AGENDA

Management committee meeting for Croyde Village Hall on Thursday 6<sup>th</sup> March 2008 @ 7:30pm

**Apologies:-**

Paul Cole, Rose Cole

**Matters arising:-**

**Treasurer report:-**

**Fundraising:-**

**Extension project report:-**

**Bookings report:-**

**User group reports:-**

Croyde Players,	Youth Club,	Film night,	W.I.
Whist Drive,	Toddlers,	ETC	

**General maintenance:-**

- Check location and supplies within first aid box and check accident book
- Check emergency lighting operation
- Check location of fire extinguishers

**Any Other Business (AOB):-**

AGM notices to be put in papers on notice boards etc.

Agenda item for A.G.M. (to comply with the charity commission) review of all contracts.

Minuted PAYMENT PROCEDURE (Hall Mark requirement).

Mobile catering unit review.

**Date of next meeting(s):-**

A.G.M. ~ Thursday 3<sup>rd</sup> April 2008 @ 7:30pm in Croyde Village Hall.