

Minutes of Village Hall Committee meeting on Monday 6th July 2020

Present: Thomas Marshall, Wayne Mortiboys, Clare Roberts, Aileen Dixon, Alan Castle, Archie Maddocks.

Absent - Binda Benning, Graham Lowther.

Secretary / Treasurer: Samantha LaPlanche

1. Welcome.

2. Apologies – Nick Palette. Thomas Marshall paid tribute to Steve Hyden for his support on the Committee, Parish Council, Village Day Committee, Royal British Legion and his other community works. He said this community owed him a massive debt of gratitude.

3. To elect a Chair – Wayne proposed Thomas Marshall. Archie seconded the proposal. All agreed. Thomas Marshall accepted the position. **To elect a vice chair** – Archie proposed Alan Castle. Aileen seconded the proposal. All agreed. Alan Castle accepted the position.

4. Minutes – Wayne proposed the members approve the minutes. Alan seconded the proposal. The minutes from the meeting held on Monday 24th February 2020 were approved.

5. Opening of the Hall after Covid -19 (i) Risk Assessment review – Members had received a copy of the 2 documents before the meeting. Alan suggested the secretary and himself could review the documents and come back to the next meeting with one document for display purposes.

(ii) Cleaning schedule & duties – Members have received the documents sent to the secretary by ACRE. Samantha said the cleaner would be coming in to commence the deep clean next week and that the caretaker and cleaner will be keeping records of the cleaning after all hirers. Samantha said the cleaners per hour rate had not been confirmed, Thomas proposed to use the same rate as the caretaker. Archie seconded the proposal. All agreed. Thomas said a pay review for all staff is due for review in September. **(iii) Special Conditions of Hire** - Samantha said the document from ACRE will be given out to all existing and new hirers for the August opening.

5. User group reports – Wayne said the planning department have agreed their submission for the Scout Site with a few little adjustments to make. The Scout groups will not be coming back to the Hall until, at least, December.

6. Building Maintenance – Samantha said we have had a quote for works from GB Electricals for the Police lights removal, re-position of flood light to the Police post and broken circuit breaker in the Hall. Thomas suggested the members should also complete a “snag list” before the opening of the building. Alan offered to support this task, Clare, Samantha and Thomas will arrange to meet.

7. Fundraising (i) HS2 funds – Steve and Samantha met with Paul from Best Bathrooms to run through the proposed plans for the building’s renovation. This was to add a single toilet in the Hall area, separate the Messy Play area and store room for better access into the Hall and to create new door openings off the corridor for the ladies and men’s whilst creating a single disabled toilet. Archie said unfortunately the business has ceased to trade and we will need to start this process again. He said he will try and contact Paul, to see if any plans were drawn, so we can seek alternative companies.

8. Treasurers Report – (i) End of year accounts for 2019/20 – Samantha said the members should have all received the document. The members had no comments to make. **(ii) Lloyds Bank cheque signatory** – Alan Castle said he would be willing to be added onto the account. Samantha said she will contact Alan when the paperwork is prepared. Steve Hyden will be removed as a signatory. **(iii) Allied Westminster Insurance additional contacts** – Alan and Thomas offered their details for contact.

Archie asked if the Royal British Legion would be able to store some excess chairs and tables during the Hall’s lockdown. All agreed.

Date of the next meetings – Monday 3rd August 2020 at 6.30pm

Meeting closed 8.00pm.

Thomas Marshall
Chairman of the Village Hall Committee

3rd August 2020

ARMITAGE WITH HANDSACRE VILLAGE HALL
FINANCIAL STATEMENTS 2020/21

	Actual 31.03.21	
<u>Income</u>		
Hirings	3893.50	
Interest	6.52	
Bar Licenses	0	
Staffs Police rent/elec	3642.23	
LDC TAX RELIEF	39500.14	
Parish Council rent	3000.00	
Hirer deposit	752.63	
Total Income	50795.02	
<u>Payments</u>		
Staff costs	13858.25	
Rates	0	
Data Protection	35.00	
Eon Gas & Electric	4541.36	
British Gas boiler careplan	193.60	
Insurance	1101.74	
Audit	20.00	
Cleaning & Repairs	3002.38	
Petty Cash	0.00	
Bins	145.00	
License Fee	180.00	
SSW	1655.66	
CCTV maintenance	480.00	
Rtnd fee's	10310.00	
Total	35522.99	
<u>Bank Accounts</u>		
Lloyds TSB	26128.76	
COIF	5482.19	
Petty cash	24.59	
Total	31635.54	

37 HUthill Lane
Great Wyrley
WALSALL

May 22 2021

Armitage Village Hall Management Committee
c/o Mrs S La Planche
Shropshire Brook Road
Armitage
WV15 2UZ

Dear Mrs La PLanche

Annual Audit 2020/21

I thank the Village Hall Management Committee for inviting me to undertake your annual audit

I also thank the Treasurer for her exemplary record keeping.

I am confident that the records **represent a true and fair picture** of the Committee finances for the year ending March 2021.

Yours sincerely



Viv Evans (Mrs) Cert HE Community Governance