

MINUTES of a Meeting of Oxton Village Hall Management Committee

Held on Wednesday 18th January 2023 in the Sylvia Bell Room

Chairman Mike Hulme

1. Those Present and in Attendance:

Present - Mike Hulme (Chair), Paul Hallett (Treasurer), Duncan MacLaren (Secretary), Richard Lempicki, Adrian Todd, Margaret Cooper and Donna Leivers; In attendance Joe Wilson (caretaker), with Jill Jones and Diane Smith (Trustees of the Thomas Bell Trust).

2. Apologies for Absence had been received from Heather Powell (TBT Trustee).

3. Approval of Minutes:

Minutes of the following meetings had been circulated for approval by the Committee -

3.1 Committee meeting 16th November 2022, Minutes approved and signed by the Chairman as a correct record.

3.2 Annual General Meeting held on 20th October 2022 were approved, to be available for the next AGM scheduled for 19 October 2023.

3.3 Extra Meeting on 4th January 2023 (Decoration Meeting) to review colour schemes prior to the imminent redecoration of the entrance hall approved and signed by the Chairman

4. Correspondence: The Secretary had written to the Thomas Bell Trustees seeking to clarify Heather's statement at the last meeting [Minute 11.1, 16/11/22] that Extensions to the Hall did not come within the scope of the Trust; he had also requested details of the current value of the Trust, and information regarding the Trust's investments and investment strategy. Diane, on behalf of the Trust, confirmed that Extensions are within the Trust's scope, but was cautious about the disclosure of financial information. She did confirm that the Trustees have a cautious approach to risk, and that the Trust Fund is professionally managed and is presently invested in three roughly equal tranches.

The current capital balance is approx. £220,000, but she noted that if the Committee elected to undertake all the expenditure hypothesised for 2024 in the 5-year Expenditure Forecast without alternative funding, the Trust would be wiped out! Diane was thanked for the information she had divulged.

5. Matters Arising from the Minutes:

5.1 Website and Domain Name. Richard understands that the MyOxton website is planned to be turned off on the 1st April next, so it is important that an alternative web facility be made available for the Hall without delay. He has a skeleton webpage, domain names etc, and expected management fees to be of the order of £100 per annum. He will prepare and circulate some possible solutions to the Committee as soon as possible.

5.2 Emergency Lighting Repairs. [See minute 6.2, 16/11/22]. It emerged that no instructions had been given to Premier Fire Protection to replace the deficient emergency lights. Mike will give instructions tomorrow, but requested that a member appointed to action such matters be identified in the Minutes in future.

5.3 Decoration Meeting. The Minute of this Meeting concluded with the suggestion that a member be appointed to take ownership of presenting colour and design recommendations to the Committee, but there was no appetite to discuss at this meeting.

Mike noted that the redecoration of the entrance hall had highlighted the presence of a number of historical photos, etc, which probably should not be replaced, but should be carefully retained for the Hall archive; no final decision was taken on this.

6. Caretaker matters:

6.1 Problems. Joe reported that there were no major issues, but he was unsure how to deal with requests for the use of Bouncy Castles. Our recollection was that these were not usually permitted, but the secretary would check, and refer to our Insurance.

6.2 Invoicing process. The procedure for invoicing under Hallmaster was raised, and would be reviewed by the sub-committee as part of 7.1 below.

6.3 Fire Marshall Report. Noting that the Emergency Lighting repairs had yet to be carried out, there were no other issues at present. The main double doors between the entrance hall and the Main hall were sticking sometimes, keep under review but hopefully these will ease naturally as had been the case with the doors to the chair store.

7. Lettings:

7.1 Hallmaster review. It was felt that this, with an appraisal of our invoicing process, could not be given thorough consideration at this meeting, so a sub-committee comprising Richard (IT guru), Paul (Treasurer), Joe (who submits the letting invoices), Mike and Duncan was tasked with the discussion and to report back to the next meeting.

7.2 Nottingham Folk Dance Group. This group are said to be seeking to relocate their activities from Lambley, and sought a competitive price for their weekly meetings, on Tuesday evenings, and storage for a 'filing cabinet' sized cupboard containing their kit. We could offer a weekly rate of £50 for the Hall, further details of their storage requirement is needed, and they would have to switch to Wednesdays for the final quarter of the year, to avoid conflict with the OAPs. In the event they did not wish to proceed, though they may contact us again.

8. Finance:

8.1 Treasurer's report and account balance. The balance at the bank at close today was £30,011.08. The attempt to contra the Ground Rent of £5 due from OVH to the Parish Council against our storage charge for the PC's

document cabinet of the same amount hit the rocks when the PC paid us the storage fee so Paul has paid the rent.

8.2 Annual Accounts. *The Treasurer formally presented the Balance Sheet and Income and Expenditure Statement for the Financial Year ended 31 July 2022. The opening balance of £37,759 reduced to £33,870 over the year largely as a consequence of expenditure on improvements to the Hall coming out of lockdown. He proposed acceptance of the Accounts, seconded by Margaret, and all approved.*

8.3 Utility Costs. Paul advised that our electricity is currently (geddit?) supplied by British Gas Lite under a contract which does not expire until September 2024 and water is not available in the market other than from Severn Trent. Our former gas supplier went out of business some months ago, and the Regulator had transferred our custom to Pozitive Energy. Unhappy at their pricing and standards of service Paul had been put in touch with a Third Party Broker, Utility Aid, by ACRE, and they had provided a comparison chart of suppliers who, generally, were charging around 70% less than Pozitive Energy at an estimated annual cost of £2,850 as against £9,450. The question was whether to sign up for one year or two. Paul had asked if penalties might be payable were we to break the contract in year 2, and the recommendation was that we stick with a one year contract. **RESOLVED** that we contract a one year supply of Gas from SSE Energy Solutions, and the Treasurer is authorised to sign the necessary paperwork with Utility Aid.

8.4 Music Licence. Paul had supplied The Performing Rights Society with details of those lettings where there was musical involvement, but the PRS wanted total letting income, applied their formula and came up with an annual licence fee for 2023 of £411.62. Dividing this by the number of lettings led the Committee to doubt that there is really merit in applying the surcharge, presently £5, where we perceive there may be a need for a music licence. The sub-committee undertaking the Invoicing Review (see 6.2 and 7.1 above) were instructed to advise the committee on this; and on the surcharge which we apply where hirings also involve alcohol, noting that the annual fee payable to the District Council for our Premises Licence is around £175: that the Licence does not simply deal with Alcohol, but all matters of hygiene as well: and that our surcharge to hirers consuming alcohol is presently £20.

9. Oxton Huddle: The first two Huddles had taken place as planned on the 14th December and 11th January and had been well received, with over twenty people attending each time. Further Huddles are booked for the 15th February and the 15th March, at which point the onset of Spring should mitigate the need. **RESOLVED** to pause the initiative with a view to resuming in the autumn, and to review the arrangements meanwhile; and to record our thanks to Margaret and Donna, without whose efforts, and catering, the Huddles would have been greatly diminished. Mike had approached the Parish Council and Godfrey's Charity (503267) for financial support, the former are thinking about

it, the latter never replied. In the event attendees happily made cash contributions to expenses so to date there has been no major financial liability.

10. Store Room Lettings: The Secretary confirmed that Agreements in the form he had circulated for the Committee's approval had been accepted by the Oxton Amateur Players (store-room 1) and the North Midlands Area of NAFAS (store-room 2), these granting the respective occupiers licence to occupy their respective stores at an annual fee of £200 subject to annual review. The Agreements had been signed by the Chairman and were with the Licencees for signature and return; invoices for the Licence Fees are being submitted by the Treasurer. Each is in occupation of their store.

11. Sylvia Bell Room refurbishments: Unfortunately time prevented a detailed discussion of this topic. Mike presented an updated Project Cost Plan for the room refurbishment, now seemingly around £8,000; and a revised drawing of the Accessible WC, advising that he believes the cost of that project will come to around £30,000. Time must be found to consider the options and decide on a strategy at our next meeting.

12. Platinum Jubilee Village Halls Fund: This fund, of £3million, was announced at the time of the late Queen's Platinum Jubilee for local halls nationwide to seek grants which celebrated the Jubilee. Oxton Village Hall registered an interest when the fund was first announced. It has recently been announced in a press release dated 20th December 2022 that ACRE will administer the Fund, and ACRE has deemed that Grants will be for a minimum of £7,500, and that grants must represent no more than 20% of eligible costs. It follows that if they are to cover one fifth of the total cost, the total cost of a project must be at least £37,500; so it seems improbable that we shall be able to go there with our proposals for the SBR. In the press release ACRE invited Stage 1 applications (essentially covering eligibility) by 20th January 2023: ie in 48 hours time! Further tranches of grant funds will be released later, until the fund is exhausted. We are not in a position to submit any application at this point.

13. Major Refurbishment Plan: To our great regret, the report from Midlands Design Services which had first been promised for June has still not arrived, though Mike believes it to be imminent. Unfortunately, he cannot readily identify anyone who might perform a more reliable service at comparable cost. He has received an invoice from MDS for half of their fee "on account"; this was not a term of their retainer. After discussion, **RESOLVED** that we are reluctant to be paying out £1,500 or so when their report is already six months late, but if Mike considers that payment will ease the prompt performance of the contract he has the discretion to instruct the Treasurer to make the payment.

14. Review of Expenditure Forecast: Time did not allow a review of the 5-year Plan, v.25, which was deferred to the next meeting.

15. Any Other Business: We are getting various approaches from peripatetic entertainers and the like, offering to bring their 'acts' to the village hall. We

should mention these at the Groups meeting in March so that the Events Group or similar might be able to put something on.

16. Next Meetings:

16.1. This Committee next meeting Wednesday 22nd March 2023 at 7.00pm in the SBR

16.2 Annual General Meeting put back a week from 12th to **19th October** at 7.00pm

16.3 Meeting with Groups (reminder) 15th March 2023 at 7.30pm in the SBR.

Meeting concluded at 10.10pm.

SIGNED as a true record.....(Chairman)

OXTON VILLAGE HALL

Registered Charity 522284

Main Street, Oxton, Southwell, Notts NG25 0SA

Balance Sheet for Financial Year ending 31st July 2022

Opening Balance net (balance at Bank 01Aug21)	£37,759.67
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INCOME

TARGET YEAR FY 2021/22

Financial Year Ending

31st July 2022

SUBTOTALS

TOTALS

- £ -

- £ -

- £ -

HIRINGS (BOOKINGS OR LETTINGS)

OXTON RESIDENTS' HIRINGS	3000.28		
COUNTY WOMEN'S INSITUTE	731.25		
PLDA SPECIAL HIRINGS	2300.00		
PIZZA TRUCK CAR PARK PITCH RENT INVOICED	15.00		
1-1 EDUCATION BOOKINGS	3870.50		
FLOWER ARRANGING BOOKINGS	1427.50		
FITNESS CLASSES	1768.00		
WEDDING RECEPTION ETC	450.00		
HIRING DEPOSITS	150.00		
ALL OTHER HIRINGS	5065.70		
		18778.23	

GRANTS & CONTRIBUTIONS :

GRANTS - LOCAL AUTHORITY / GOVT	2667.00		
GRANTS - OTHER (TBT & OAP)	12012.00		
REFUNDS OTHER (INSUR/MUSIC LIC/RETURNED PURCHS)	393.41		
		15072.41	

OTHER INCOME :

DONATION - PROFIT FROM FILM	20.00		
SUNDRY DEBITS & ADJUSTMENTS			
		20.00	

TOTAL	INCOME		£33,870.64
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OXTON VILLAGE HALL

Registered Charity 522284

Main Street, Oxton, Southwell, Notts NG25 0SA

Balance Sheet for Financial Year ending 31st July 2021

Opening Balance net (balance at Bank 01Aug21)	£22,385.98
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INCOME

PREVIOUS YEAR

Financial Year Ending

31st July 2021

SUBTOTALS

TOTALS

- £ -

- £ -

- £ -

KNOWN OXTON RESIDENTS' HIRINGS	112.50		
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PIZZA TRUCK CAR PARK PITCH RENT INVOICED	77.50		
blank			
blank			
blank			
WEDDING RECEPTION ETC	600.00		
IDENTIFIED HIRING DEPOSITS	240.00		
ALL OTHER HIRINGS	5100.30		
		6130.30	

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GRANTS - LOCAL AUTHORITY / GOVT	22141.78		
GRANTS - OTHER (TBT)	1500.00		
REFUNDED LETTING FEES (COVID)	-1867.25		
		21774.53	

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SUNDRY DEBITS & ADJUSTMENTS *	167.40		
		167.40	

TOTAL	INCOME		£28,072.23
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EXPENDITURE		TARGET YEAR		
		Financial Year Ending <u>31st July 2022</u>	SUBTOTALS	TOTALS
		- £ -	- £ -	- £ -

EXPENDITURE		PREVIOUS YEAR		
		Financial Year Ending <u>31st July 2021</u>	SUBTOTALS	TOTALS
		- £ -	- £ -	- £ -

UTILITIES :

ENERGY - ELECTRICITY	1007.14		
ENERGY - GAS	3521.01		
WATER SUPPLY & SEWAGE DISPOSAL	685.66		
BROADBAND - CHARGED MONTHLY	285.69		
		5499.5	

ENERGY - ELECTRICITY	543.98		
ENERGY - GAS	854.18		
WATER SUPPLY & SEWAGE DISPOSAL	321.62		
BROADBAND - CHARGED MONTHLY	121.32		
		1841.1	

ADMINISTRATION - OFFICE :

ACCOUNTS AUDIT ADMINISTRATION	45.00		
STATIONERY & EXPENSES			
blank			
PRESENTATIONS & HOSPITALITY	76.99		
ENTERTAINMENT (FREE FILMSHOW AGM21)	159.60		
PREMISES - GROUND RENT			
LICENCES - MUSIC PERFORMANCE & PLAYING	464.28		
LICENCES - LEGAL IDENTITY			
LICENCES - SALES & CONSUMPTION OF ALCOHOL x 2	360.00		
FEES TO EXTERNAL BODIES	114.00		
COVID DERIVED REFUNDS TO HIRERS	285.00		
CHARITY STATUS ADMINSTRATIVE ADJUSTMENTS	0.00		
		1504.87	

ACCOUNTS AUDIT ADMINISTRATION	70.00		
STATIONERY & EXPENSES	19.99		
GROUND RENT	5.00		
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LICENCES - SALES & CONSUMPTION OF ALCOHOL	180.00		
FEES TO EXTERNAL BODIES & REPORTS PURCHASED	134.00		
blank			
CHARITY STATUS ADMINSTRATIVE ADJUSTMENTS *	216.00		
		624.99	

ADMINISTRATION - ON SITE :

FEES - CARETAKER/BOOKING AGENT	8027.24		
FEES - WINDOW CLEANER/INSECT REMOVAL	25.00		
		8052.24	

FEES - CARETAKER/BOOKING AGENT(INCL.RECRUITMENT)	3232.60		
FEES - WINDOW CLEANER	75.00		
		3307.60	

RISK MANAGEMENT :

BUILDINGS INSURANCE	1119.87		
RISK ASSESSMENT - FIRE			
FIRE EXTINGUISHER SERVICING	624.00		
FIRE ALARM SERVICING	INCL		
FIRE DOORS UPGRADE & MAKING GOOD	9850.92		
SECURITY - BURGLAR ALARM SERVICING	80.40		
SECURITY - OUTSIDE LIGHTING	73.93		
CCTV INSTALLATION & MAINTENANCE	1763.00		
FIRE EQUIPMENT SUNDRIES			
MOVEABLE ELECTRICAL ITEMS PAT TESTING	97.74		
		13609.86	

BUILDINGS INSURANCE	980.84		
RISK ASSESSMENT - FIRE	234.00		
FIRE EXTINGUISHER SERVICING	827.76		
FIRE ALARM SERVICING	INCL		
blank			
SECURITY - BURGLAR ALARM SERVICING	16.80		
SECURITY - OUTSIDE LIGHTING	408.00		
blank			
FIRE EQUIPMENT SUNDRIES	34.99		
MOVEABLE ELECTRICAL ITEMS PAT TESTING	145.22		
		2647.61	

PERFORMANCE, ENTERTAINMENT & CONNECTIVITY :

SOUND SYSTEM	59.00		
BROADBAND - CABLING & DISTRIBUTION	215.00		
INSTALLATION/REPLACEMENT - MIRRORBALL & LIGHTS			
		274.00	

SOUND SYSTEM	335.62		
BROADBAND - CABLING & DISTRIBUTION	35.00		
INSTALLATION/REPLACEMENT - MIRRORBALL & LIGHTS	624.00		
		994.62	



Paul Hallett <oxtonvhtreas@gmail.com>

Oxton Village Hall - Accounts - Balance Sheet

Audrey Parkinson <audrey.parkinson@btinternet.com>
To: Paul Hallett <oxtonvhtreas@gmail.com>

17 October 2022 at 18:37

Dear Paul Hallett

I wish to confirm that I have audited the Oxton Village Hall accounts for year ending 31 July 2022 and now find them to be true and correct.

Could you please add at the bottom:-

O/B	37,759.67	
Income	33,870.64	
Expenditure	(37,612.28)	
C/B	34,018.03	Loss for year £3,741.64

Thank you. See you next year!

Audrey Parkinson

[Quoted text hidden]