

# COMPTON VILLAGE HALL

## Council of Management Meeting held on 7 March 2022

Trustees:	Mr R Paxton (Chairman)*	Mrs B Bagnall*
	Mrs R Wilkie (Treasurer)*	Mrs C Eade*
	Mrs J Ayshford (Secretary & Bookings)*	Mr C Sharples
	Mrs J Turner (Deputy Chairman & Minutes Secretary)*	Mr I Timberlake*

\* indicates present at meeting

### 1 APOLOGIES

Mr C Sharples

### 2 MINUTES

The minutes of the meeting held on 13 September 2021 and the report from the Office Holders to the Trustees of December 2021 were approved and signed.

### 3 TREASURER'S REPORT

#### (a) Bank Balances at 7 March 2022:

Petty Cash:	£20
Current account:	£4,021
Deposit account:	£24,829
CAF	£40,279
<b>Total</b>	<b>£69,149</b>

(a) The considerable increase in funds since the last report to the Trustees is due to an Omnicron grant of £2,667 from Guildford Borough Council and hiring income of £5,417, contributed mainly by Compton Little Theatre and Peek-a-Boo Café. Expenditure for the period amounted to only £1,272, meaning an additional £6,812 added to the funds.

#### (b) Expenditure since December 2021:

£143	GBC waste collection. (This will increase to £148 at the next payment.)
£270	Electricity and Gas. (The Hall is on a fixed tariff until January 2024.)
£74	Water
£133	PPL (this reduced amount is based on the previous year when there was very little activity)
£561	Cleaning
£94	Cleaning materials

*Total expenditure (excluding deposits or refunds): £1,272*

#### (c) Income since December 2021:

£5,417	Hiring income (after deposits and refunds subtracted)
£2,667	Omicron Grant from GBC. This sum will be kept in mind to offset future increases in charges.

*Total income: £8,084*

(d) In view of the increase in funds, there was a discussion as to whether a further sum should be transferred to the CAF account, which paid a slightly higher interest than the Lloyds deposit account. Mrs Eade indicated that the appropriate amount to be held in easy access accounts should be 3 or 4 times the annual costs of running the Hall, calculated over the last few years before the pandemic.

Mr Paxton and Mrs Wilkie will investigate this.

**ACTION: Mr Paxton, Mrs Wilkie**

### 4 SECRETARY'S REPORT and HIRE OF HALL

(a) Mrs Ayshford, Secretary, reported that the Hall is now fully booked every day, with only Tuesday and Wednesday afternoons free. A number of Children's Parties are being booked, mainly by families attending the Peek-a-Boo café and Peek-a-Boo actually run these parties.

- (b) More Covid guidance has been received from ACRE, which has been circulated to regular hirers and Trustees. As a result, signage in the Hall has been amended. Hand sanitisers will remain in place
- (c) Regular hirers have been informed of the increase in charges from April. This will be looked at again when the fixed electricity and gas tariff ends in January 2024.
- (d) Trustees felt that the banner attached to the railings advertising Peek-a-Boo could be removed as they are now well established. Mrs Ayshford will inform them. Temporary banners can be installed occasionally with the approval of the Trustees. **ACTION: Mrs Ayshford**

## 5 MAINTENANCE

- (a) The light for the number dials on Key Box A has been replaced.
- (b) Mr Paxton has spoken to the cleaners about minor cleaning areas to be covered occasionally, e.g. skirting boards.
- (c) It was suggested that the kitchen could be improved for events that required catering facilities, e.g. an improved cooker, provision of a deep freeze. Mrs Eade will enquire who undertook the recent improvements at Shackleford Village Hall. **ACTION: Mrs Eade**

In the meantime Mrs Ayshford and Mrs Wilkie will draw up suggestions for such improvements, based on their experience with Compton Little Theatre's Dinner & Drama.

**ACTION: Mrs Ayshford, Mrs Wilkie**

- (d) The Hall floor was becoming increasingly difficult to maintain and even though it was cleaned regularly, some hirers, particularly those requiring floor mats for exercise or yoga, are commenting on its condition. A more permanent solution would be to sand it and apply a modern, permanent, finish but this would cost in the region of £3,000 to £4,000. It would take an estimated two weeks and have to be undertaken during the summer months when the Hall is not in full use. This will be considered at a later date.
- (e) The heater in the Committee Room does not appear to be working efficiently. Vulcana will shortly be servicing the heaters and will be asked to look at this in particular. **ACTION: Mrs Wilkie**

## 6 HEALTH & SAFETY

Nothing to report.

## 7 SAFEGUARDING

Nothing to report

## 8 DATA PROTECTION POLICY

Nothing to report.

## 9 OTHER BUSINESS

- (a) Mrs Ayshford and Mrs Wilkie, representing Compton Little Theatre, left the meeting for this item. Compton Little Theatre had asked whether the Trustees would allow them to defer for another year their final donation of £1,000 towards the cost of the storage shed at the back of the Hall, which they use for storing their equipment. CLT's income has been vastly reduced over the pandemic as they were unable to produce any shows and they rely entirely on audience income for their funding. The Trustees felt that in view of the Hall's strong financial position and the fact that the shed was the property of the Hall, the final donation of £1,000 agreed with CLT should be waived. Mrs Ayshford and Mrs Wilkie returned to the meeting and were informed of the unanimous decision of the Trustees, for which they were very grateful.
- (b) Mrs Wilkie asked whether it would be worth asking Star Pubs/Heineken if they would consider allowing the Hall to use the space at the back of the Hall, currently overgrown, for car parking. This had been looked into in the past but the cost of laying a suitable surface for parking would be in

the region of £10,000 and was prohibitive. This did not include any arrangement or agreement regarding ownership, leasehold, access, etc. It was agreed not to pursue this further.

- (c) Conditions of Hire. Amendments to these are in progress.

**ACTION: Mr Paxton, Mrs Wilkie, Ayshford & Turner**

## **10 COMMENTS BOOK**

Nothing to report

## **11 DATE OF NEXT MEETINGS**

The proposed date of the AGM on 13th June was not possible as it fell during the full week of CLT's summer production. It was therefore changed to Monday 6th June.

**Please note the dates for meetings during 2022 are therefore as follows, all on Mondays at 8pm in the Committee Room:**

6th June – AGM followed by ordinary meeting

12th September

5th December

**If members are unable to attend a meeting, they are asked to send their apologies to the Minutes Secretary, Jane Turner – 01483 810789, [janeturner@mac.com](mailto:janeturner@mac.com).**

jwt  
9.3.22