

BISLEY WI VILLAGE HALL
Registered Charity Number 1108590

Minutes of Bisley WI Village Hall Management Committee held on
Wednesday 16th October 2024

Present:

Shelagh Utley (SU) (Chairman)	Allan Sapsed (ASa)
Kim Ford (KF)	Adam Scotchmer (ASc)
Dawn Lane (DL)	Fiona Scotchmer (FS)
Stella Mulligan (SM)	Roger Utley (RU)
Jane Neighbour (JN)	Jeremy Wilkes (JW)
Nigel Rogers (NR)	Richard Skipper (RS) (Secretary)

Apologies: Claire Mobbs, Di Chapman, Peter Murray, Debs Restall

Approval of Richard Skipper as a co-opted member and Trustee Eligibility Declaration -
Approved and signed

Minutes of last meeting held on 18th July 2024 – Approved and signed

Conflict of Interest – None

Matters Arising from the Minutes of the previous meeting.

Defibrillator – Replacement cost between £1400 and £2200. It was insured for £5000; it was agreed that reducing this amount should be reviewed but it was unlikely to make a significant saving,
SU

The Parish Council had contributed £500 to the new fire doors.

Treasurers Report.

The financial report had been circulated and RU presented a summary.

The cleaners had increased their price from £19.80 to £22.48.

The trading surplus for the first 6 months of the Financial Year was £1,000.

Maintenance.

ASc presented the maintenance report (attached to the minutes for information).

The fire-doors were to be fitted on October 28th/29th.

The Gloucestershire Fire and Rescue Service had inspected the hall and was satisfied.

The Trustees discussed options for improving the grounds of the Hall. There was no allocation in the current budget for this work and it was agreed to review the matter at the next meeting. The proposal that the car parking area should be extended by replacing the grass on the eastern side of the Hall with a gravel area was put on hold until other items could be decided.

The handrails at the Hall entrance were in need of replacement and this work was a priority for safety reasons. Cost was likely to be in the region of £4000; ASc would obtain quotes. In view of the urgency these would be circulated by email for approval and would be paid for from the capital account.
ASc

Painting and repair of both the outside and the inside of hall was desirable. It was agreed that the outside maintenance and repair should take priority over the inside due to limited capital

funds. Quotes for the external work ranged from £2,300 to £3,315 (quotes attached to these minutes for information). A decision on which quote to accept would be made at the next meeting.

Internal painting/repair was discussed. It was concluded that a final decision on the scope of the work should not be taken until the external work had been completed and that there were sufficient funds in the capital account.

General and recurring maintenance annual costs are currently between £11,000 and £12,000 and this is usually covered by hall income. Additional maintenance costs have, in the past, been covered by fund raising. If major items, such as the gardening proposals, were to be added to the recurring costs the annual income would need to increase.

Online Bookings.

RU reviewed the current status, September had been quiet but October had picked up and November and December looked promising so we should end the year reasonably healthy. Two new bookings were an art class starting in 2025 and a ladies' fitness class on Wednesday evenings. The latter had been booked for an initial 6 sessions but would hopefully be extended.

Hall utilisation was 18% for the last 12 months based on availability from 8am to midnight; in practical terms 50% was the maximum utilisation figure. Discussion on possible ways to increase utilisation took place. DL offered to put an advert in the school newsletter and would also explore the possibility of an editorial piece in local newspapers. **DL**

Other options could include flyers in shops, e.g. Stroud supermarkets have boards for local events,

Flicks in the Sticks.

Up to October £880, including the bar takings, has been raised; hopefully this will be £1100 by the end of the year. The film in November would be Tea with Mussolini with Maggie Smith and in December A Man Called OTTO starring Tom Hanks.

Trustee Website.

The website containing management information for the Trustees was now live. It was agreed that a Maintenance page should be added to contain safety certificates and user handbooks. **RU**

Big Breakfast

The next Big Breakfast would take place on Saturday 16th November. Roles on the day were agreed. RU would prepare A4 posters and provide NR with high-resolution artwork for A3 posters. **RU/NR**

Bank Account Signatories.

It was agreed that FS, NR and SU would continue as co-signatories to the Treasurer on the bank account.

Marquee.

DL asked whether it would be possible to store the marquee owned by the school in a shed in the grounds of the Hall. The size of the marquee components meant that this might require a new shed and at this time it was difficult to justify the cost.

RS informed the Trustees that he owned a marquee capable of accommodating 25 seated or 60 standing. He would be happy to make this available for use by the Hall if needed.

Date of next meeting.

Thursday January 16th 2025 at 7:00 pm.

These minutes have been signed as a true record

Shelagh Utley
Chairman

Richard Skipper
Secretary