

HEWISH & PUXTON VILLAGE HALL

Committee of Management

Christine Richardson (Chair) Sue Popperwell (Vice Chair) Sharen Hucker Richard Woolmington David Hares Roger Welch Pauline Pearce Donald Hill

Secretary & Treasurer: Donald Hill

18 Mitford Slade Court, Mendip Road, Yatton, BS49 4JG

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Minutes of the Committee Meeting held on Tuesday 25th April 2017

Present: Christine Richardson (Chair), Sharen Hucker, Dave Hares, Pauline Pearce, Richard Woolmington, Roger Welch, Donald Hill

35/17 APOLOGIES: Sue Popperwell

36/17 The minutes of the Meeting of March 21st: were reviewed, agreed and signed by the Chair. The Minutes of the AGM of the same date were reserved for approval and signature at the next AGM.

37/17 MATTERS ARISING AND UPDATED

Auditor: Phil Smith has agreed to act for the Hall.

Lease/Purchase: The May 9th Meeting is an agenda item below.

Bank/Mandate update: In place - possible on-line facility being investigated by Don Hill.

NSC Hall Licence: Current uncertainties prompted a delay by Don Hill in studying the licence. *(Post meeting note - it is still necessary to ensure the licence remains current, after the change of contact details - especially given the obvious certainties funding partners will expect. Don Hill will progress).*

Outside Ground Maintenance - John Keates has agreed to do the work but not before the end of August when the nesting season is over. Don Hill has diary call-up for July 31st.

Fire Assembly Point - Dave Hares sought clarity on this and it was re-confirmed that a specific assembly point is not appropriate.

Fire "Alarm" - due for purchase.

Safety Notices and Inspections - The old Parish Council noticeboard to be collected from Sue Popperwell and erected in the entrance hall. Don Hill / Christine Richardson to organise.

Toilet Repairs Woodwork due for repair at a later date.

Hiring: Casual and regular hires are increasing and Pauline is very positive about the future.

38/17 ST ANNE'S PRE-SCHOOL PLAYGROUP (The school)

The Report to the Committee, of the meeting between Hall and School representatives on April 5th 2017 (minus the attachments to that report), is attached as an appendix to these minutes. Discussion on the report was long, extensive and intensive, but, as Dave Hares stressed, in the end, the Committee must concentrate on Hall fees to be applied during the academic year starting in September 2017 and running to July 2018 - not on the ins-and-outs of how the school is funded and operated. It was recognised that the Hall's own desperate cash need should be accommodated to one of its central purposes as a community benefit - but at a more proportionate rate to that of other regular hirers than is presently the case.

The School wants to book the Hall from 9am to 2pm on each Wednesday and Thursday of 32 weeks between September 2017 and July 2018. *Post meeting note - The North Somerset Council term calendar for 2017-18, which the Committee understands to be the planning base for The School (foundation, trust, academy and voluntary aided schools set their own term dates that may differ NSC's), is attached to these minutes. Given the availability of the calendar, presumably those 32 weeks can be booked imminently.* It was proposed by Sharen Hucker, seconded by Pauline Pearce and unanimously agreed, that The School should pay £3.50 per hour (£17.50 per session - £35.00 per week) from September to December 2017 inclusive, and that from January to July 2018 inclusive, The School should pay £4.00 per hour ((£20.00 per session - £40.00 per week). Payment procedures will be as for other regular hirers and must be strictly adhered to; i.e. a cheque for payment of the current month will be placed in the kitchen box on the last session of that month.

The arrangements relating to the bookings at the above paragraph, together with the storage provisions and standards to be in place by 1st September 2017, will be incorporated into a letter of Agreement between The Committee and The School that will act as the control document against which continued hiring by The School will be monitored. *Christine Richardson to prepare the letter.*

39/17 FUNDRAISING

A public meeting is arranged for May 9th next, at which it is hoped enough people and ideas will present themselves to form the basis of a fund-raising Committee. All agreed that, without a core of local support and active enthusiasm, no fund-raising strategy is likely to prove viable. A Committee must be in place, and a strategy developed, as the basis both for going out to potential finance sources and as the basis of the bid that must go forward to the Landlord's agents who are handling the sale of the freehold.

Dave Hares proposed that a bold letter to businesses - boldly stressing the date of the meeting and its purposes - be prepared. *Christine Richardson will prepare, Don Hill will print and Dave will co-ordinate delivery with the help of Richard Woolmington and Sue Popperwell / Don Hill.*

The core message is simple - if there is no local support, there will be no hall.

40/17 ANY OTHER BUSINESS

There was discussion about the outside emergency exit lights. The Hall's immediate neighbour thinks they are too bright. Don Hill has written saying that the lights have to be appropriate to their purpose but that, if they can be reduced in intensity and still meet that purpose, the Committee might address the concern at a future date. The Committee checked the lights - as it was dark - and felt that the needs of the Hall must take the same priority as they should always have done since the Hall was established over 50 years ago. The lights were not deemed to be too bright for their purpose and the meeting agreed that they should remain as they are.

41/17 DATE OF NEXT MEETING

There is a public fund-raising meeting booked for May 9th. The next Committee meeting will follow this, probably towards the end of May.

The meeting closed at 9.30pm

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Report to the Committee of Management on a Meeting Between Representatives of Hewish & Puxton Village Hall Committee of Management

Christine Richardson, Richard Woolmington and Donald Hill

and of St Anne's Preschool Playgroup

Lesley Evans and Jane Woolmington

Held in the Hall, 8pm-10pm on Wednesday 5th April 2017

The pressures prompting this meeting revolve around a review of what is on the Hall printed record, two analyses of days booked versus days paid for, and historically unreliable payment arrangements. It would appear that, on neither side, is there a watertight record of what has been discussed or agreed to in the past.

1. Pre-school group's plans for the future

Lesley provided a résumé of how the school is run and funded and the legal constraints under which it operates. This is attached to these notes.

Educational Year terms are set via North Somerset Council, and run from September to July. Assuming children are 'fully funded', NSC provide £3.72 per child per hour. That, plus any events income or donations, for example from the Coop profit-share scheme and the occasional parent-funded child, provides the sole source of income.

The organisers realise that, by the very nature of the funding and the rules surrounding the school's operation, it is very 'hand-to-mouth', but feel passionately that their provision of relaxed, out-door based learning provides a genuine service to the Parish, that it is one of the few community facilities the Parish has, and that, with its recent Good Ofsted Report (**to be reviewed if possible**), it is one the Parish should be proud of. NSC monies come once per month, but precise dates cannot be guaranteed. This leads to some nail-biting cash-flow problems. The aim is that payments due to the Hall are up-to-date by the end of August in each year.

The Pre-school's funding issues are the key reason that they have traditionally hired the Hall at such a low per-session rate. They plan to continue offering their service to the community for as long as it is needed.

The play area was funded via NSC, with the agreement of the hall Committee, as a dedicated pre-school facility. In preparing these notes Don Hill agreed to confirm this arrangement by studying the Minute Book. The spirit of the minutes indicate this as being the case, albeit expressed in 'goodwill' language, rather than legalistically. Minutes for February 24th 2009 (Minute 7), July 21st 2009 (Minute 5), November 17th 2009 (Minute 3) and May 10th 2010 (Minute 3) refer and are attached, **(there is no file evidence of an NSC agreement relating to, or qualifying this funding)**.

2. Storage requirements, inside and outside

In addition to the outside 'committed' play area, there is pre-school material on, under and beside the stage; in the kitchen and in the store room. There is also a large area of rather old looking posters on the wall. Additionally, there is a significant amount of material in the shipping container outside - although there is also now-redundant Youth Club material in there, too. This is a heavy dedication of space. The Committee has expressed a desire to see this spread of space restricted - ideally to within the store room. Richard has some ideas as to how the space in the store room can be optimised. There is a line between 'needing' and 'hoarding' that educational establishments are often guilty of blurring. However, the very large amount of available space taken up by pre-school materials, as against the accumulated, more modest, requirements of other regular users, is very out of balance. If the needs of all users are to be accommodated, it is the preschool that is going to have to apply the most rigorous storage rationalisation. This rationalisation, including the shipping container contents, will need to be completed by the start of September 2017. The Pre-school was concerned that this timetable might not be possible.

3. Hall Hire rates and payment terms

There are two years left on the lease, with no possibility, due to the lease wording, of a forced extension. Therefore the longest period for which any historical or future commitments can be committed is to May 2019. Obviously any freehold purchase or lease renewal will expose a completely new financial scenario that will necessitate a review and updating of all pre-existing user commitments and all new arrangements from May 2019 onwards. Within this period there is only one full educational year, commencing in September 2017.

There was much discussion about booking schedules; it resolved into a proposal from the pre-school for 2 firm sessions per week - Wednesday and Thursday - 32 weeks per year at £14 per session - i.e. $64 \times 14 = £896$ for the educational year 2017-18. The exact timetable to be provided to the booking secretary in August 2017. As with other regular users, any amounts due during each calendar month MUST be paid at the end of that calendar month.

It would seem reasonable to expect the Pre-school to adhere ABSOLUTELY to pre-agreed booking and storage arrangements and to ensure all inside and outside spaces are left ship-shape and Bristol fashion for other users following each session. Any slippage from from the pre-agreed arrangements would probably mean the non-renewal of Pre-school bookings under the new lease/freehold situation post the current lease.

4. Plan for going forward

5. Any Other Business

Agenda Items 4 & 5 were subsumed within Agenda Items 1-3.

DONALD HILL
April 2017

Approved North Somerset Term Dates 2017- 2018 School Year

	Sep-17				
Monday		4	11	18	25
Tuesday		5	12	19	26
Wednesday		6	13	20	27
Thursday		7	14	21	28
Friday		8	15	22	29
Saturday		9	16	23	30
Sunday		10	17	24	

	Oct-17				
		2	9	16	23
		3	10	17	24
		4	11	18	25
		5	12	19	26
		6	13	20	27
		7	14	21	28
	1	8	15	22	29

	Nov-17				
		6	13	20	27
		7	14	21	28
	1	8	15	22	29
	2	9	16	23	30
	3	10	17	24	
	4	11	18	25	
	5	12	19	26	

	Dec-17				
		4	11	18	25
		5	12	19	26
		6	13	20	27
		7	14	21	28
	1	8	15	22	29
	2	9	16	23	30
	3	10	17	24	31

	Jan-18				
Monday		1	8	15	22
Tuesday		2	9	16	23
Wednesday		3	10	17	24
Thursday		4	11	18	25
Friday		5	12	19	26
Saturday		6	13	20	27
Sunday	1	7	14	21	28

	Feb-18				
		5	12	19	26
		6	13	20	27
		7	14	21	28
	1	8	15	22	
	2	9	16	23	
	3	10	17	24	
	4	11	18	25	

	Mar-18				
		5	12	19	26
		6	13	20	27
		7	14	21	28
	1	8	15	22	29
	2	9	16	23	30
	3	10	17	24	31
	4	11	18	25	1

	Apr-18				
	2	9	16	23	30
	3	10	17	24	
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
	8	15	22	29	

	May-18				
Monday		7	14	21	28
Tuesday		1	8	15	22
Wednesday		2	9	16	23
Thursday		3	10	17	24
Friday		4	11	18	25
Saturday		5	12	19	26
Sunday		6	13	20	27

	Jun-18				
		4	11	18	25
		5	12	19	26
		6	13	20	27
		7	14	21	28
	1	8	15	22	29
	2	9	16	23	30
	3	10	17	24	

	Jul-18				
		2	9	16	23
		3	10	17	24
		4	11	18	25
		5	12	19	26
		6	13	20	27
		7	14	21	28
	1	8	15	22	29

	Aug/Sept-18				
		6	13	20	27
		7	14	21	28
	1	8	15	22	29
	2	9	16	23	30
	3	10	17	24	31
	4	11	18	25	1
	5	12	19	26	2

	School Day
	School Holiday
	Bank Holiday

Term	Day	From	Day	To	No. Days
1	Mon	04 September 2017	Fri	20 October 2017	35
2	Mon	30 October 2017	Tues	19 December 2017	37
3	Thur	04 January 2018	Fri	09 February 2018	27
4	Mon	19 February 2018	Fri	23 March 2018	25
5	Mon	09 April 2018	Fri	25 May 2018	34
6	Mon	04 June 2018	Tues	24 July 2018	37
					195