

Broadhempston Village Hall & Playing Field Trust CIO
Minutes of Meeting of Trustees at 7pm on Tuesday 8 August 2023
(This meeting was by Zoom)

Present: Andrea Dobson, Annabel White (Headlands Committee), Dave Howard (Treasurer), Jeremy Lawrence, Mark Moorley (Fete Committee), Peter Sheridan (Chair), Tereza Goddard (Parish Council Observer).

Apologies: Jennie Logan, Joe Wegrzyn (Facilities Manager), Al Logan (Bookings Secretary).

The Chair welcomed Annabel White as the new Trustee responsible for the Headlands Committee and Tereza Goddard as Observer for the Parish Council.

1. Minutes of meeting on 2 May and matters arising:

The minutes were accepted as a true and accurate record. Matters arising are dealt with under the appropriate headings below.

2. Treasurers Report:

2.1. Year End Financials:

Village Hall:

- The final figure for general hiring income ended at £11,549 which is 18% lower than our original expectations and the budget of £14,000. The village hall has attracted fewer bookings despite prices being held at 2022 levels.
- Income was boosted by the school paying for a 4th term, as previously reported. This is a one-off event as they align their payment dates with the academic year.
- Maintenance costs of £5105 far exceeded expectations, with lots of equipment breakdowns in the early part of the year, and then the degradation of the external fire doors leading to the recent part payment of £1440 as a deposit for replacement metal doors.
- Extra costs for licences and Zoom were offset by lower expenditure on new equipment and improvements.
- Overall, the Village Hall showed a small operating loss of £102 - this would have been significantly higher without the extra £1895 received from the school.

Headlands:

- Income at Headlands was largely in line with expectations, with a little extra provided by the school's 4th term payment. Next year's Parish Council grant of £1000 towards the running costs of Headlands was received in July and as this is intended to be for 2023/2024, it is not included here.
- Expenses were generally either as expected or better. The electricity costs were helped by a one-off grant of £150 from the government, and there were lower cleaning costs than budgeted.
- At the end of the year, Headlands showed a surplus of £828 which can be added to reserves. This will go towards paying the CIO contribution of the replacement mower.

Current Bank Balance:

- Including Reserves this stands at £37,049 for the Village Hall, £2861 for Headlands and £2011 for the Headlands Project. The Fete Committee has a separate bank account.

2.2. 2023/2024 Budget: A draft budget for this next financial year was presented. The result shows that we are budgeting for some £3000 being drawn down from the hall's reserves as it does not break even.

2.3. Insurance for Heat Pumps? Mark Moorley (MM) recommended the CIO taking out an insurance policy for the two heat pumps. **Action: MM to forward information on his own policy to PS and DWH.**

2.4. Accountancy System: DWH has been trial-testing Pandle, a low-cost system recommended by Jennie Logan (JL). **Action: DWH to review with JL.**

2.5. Additional Bank Signatory: A new third bank signatory is required now that DAH has stepped down. **Jeremy Lawrence (JL) volunteered.**

2.6. New Electricity Contract for Headlands: DWH still trying to sort this out.

3. Fete Committee:

MM reported that an enjoyable and successful and Fete had been held on 24 June. Takings were £6705.72 and after expenses of £2273.24 the profit was £4432.48. The Bank Balance is now £7573.13. Some 4 groups so far in the village are looking for grants and the Fete Committee will aim to distribute some £3000. An article will be placed in the Parish News to stimulate applications. The Fete Committee will meet in October to finalise the choice of the grant recipients and will forward the list to the CIO Trustees for approval. **Action: Fete Committee**

4. Headlands and Headlands Project:

Annabel White (AW) had forwarded a written report which is attached. Further points were raised at the meeting:

- **Refurbishment:** The pavilion has been part repainted by a paid contractor and a gutter repaired. Broken windows are also to be repaired. The Devon bank is to be cleared of weeds by volunteers from the Committee.
- **Mower replacement:** The grant application to Valencia (Viridor) was successful and the replacement mower has been delivered. The CIO has contributed £1000.
- **Tennis:** Jane Collings is preparing an application, again to Valencia, for the funding of the resurfacing of the court and replacement of the perimeter fencing. A 3rd quote is still awaited. The grant application needs to be in by 31st October. For the grant a 10% contribution from elsewhere is required. **Action: AW to check whether this 10% needs to come from a 3rd party or can come from the CIO.**
- **Defibrillator:** Because of an incident at the recent Fete, Councillor TG raised the need for a defibrillator to be installed at Headlands. The Parish Council will be approaching Headlands Committee and the Fete Committee for partial funding of the cost – likely to be a total in the region of £1500. **ACTION: Parish Council/AW/MM**

5. Village Hall:

PS had forwarded a written report which is attached. Further comments were raised at the meeting:

- The hall is still adhering to the basic covid rules by providing hand sanitisers and maintaining a cleaning routine.
- **School Hire:** The school continues to make full use of the hall and posts photos of activities on Shout Out Broadhempston. The hall is now being left in a much cleaner state after the dinner sessions.
- **General Hire:** General hire levels have been disappointing as the Treasurer reported, despite no increase in hire charges. Lennart has hired the hall for several fitness activities during each week and has been given discounts because of the large number of his bookings. There seems to be a general reduction in table tennis and badminton hirings. Roger Acton has taken back his table tennis table, leaving just one.
The Youth Club appears to have ceased, but Councillor Tereza Goddard (TZ) reported that there is a move to use an outside organisation to run the Youth Club and an application for funding has been made to the Parish Council.
- **Web Site:** This has now been redesigned and made much more attractive by Jennie Logan. The Facebook Page is not being updated as it should. Suggestions were that 'Shout Out Broadhempston' should now be used frequently to raise the profile of the hall. The Chair asked if JL could assist. **Action: PS/JL.**
- **Hire Rates:** It was agreed for hire rates to be increased by 5% for 2024. PS presented a paper on discounts/free sessions and the trustees agreed that local rates should not be further discounted, or free sessions given without Trustee approval. The free sessions for the shop and the Parish Church Council are rarely used. The Parish Council has a no-charge 'holiday' until April 2024 and the Baby and Toddler discount will be reviewed in September. **Action: PS/DWH/AL**

- **Storage:** The large storage room at the back of the Beacon Room needs decluttering, eg The Youth Club's beanbags prevent access to the storage shelving. **Action: PS to review with JW**
- **Baby and Toddler Group:** CCTV camera now installed and there have been no more incidents of vandalism of the outside storage.
- **Jazz:** JL stated that the jazz sessions would continue. There is pressure from the church to put on sessions there also. JL is liaising with David Beadel on possible concerts. **ACTION: JL**
- **Upper Grassed Area for Parking:** Councillor Goddard informed the meeting that the pavement owned by Teign Housing is being valued. The revised plan for additional parking is to use the pavement area and not to use all of the grassed area. An update is to be given to the Parish Council's September meeting.

6. CIO Trustees:

- **Parish Council letter drop to all households:** The Chair told the meeting that this had not resulted in any enquiries re CIO trustee membership.
- **Treasurer/suggested bookkeeper:** There is a potential vacancy as DWH wishes to step down. DWH and Jeremy L had listed out a job description and job specification. There has been no further development on this, but JL has expressed an interest in the Treasurer role. This needs further discussion. **Action: PS/DWH/Jennie L.**
- **Chair:** PS stated his willingness to continue in the role as no replacement has yet stepped forward.
- **Advertise:** Parish News and Shout Out Broadhempston should be used more frequently to advertise vacancies. **ACTION: PS**

7. Date of next meeting:

Tuesday 14 November 2023 at 7pm. This next meeting to be by ZOOM. **Action: ALL**

There being no other business the meeting finished at 8.20 pm.