



MINUTES OF THE HORMEAD VHMC MEETING HELD on 5th November 2013 at 8pm

Present:

Dave Baseley (Chairman)	Elizabeth Pickup
Matthew Reeves-Hairs (Treasurer)	Jane Wright
Elizabeth Collery (Secretary)	John Kilby
Sheila Beetles (Bookings Secretary)	Mandy Irons

Apologies : Chris Rogers and Eugene Duffy

Minutes of previous meeting

1. Minutes of 1st October 2013 approved with amendments to be attached as a separate sheet at back.

Points from previous action list

2. **The Design and Build contract.** Our Brief of Works has been submitted to Eugene Duffy together with our budget, which is basically what we have in the bank account, minus a sum for ongoing and start up costs once the build is finished and a £20,000 contingency sum, which EC advised we must allow ourselves for the unforeseen. ED is now sorting out his costings and we await a response from him. We hope then to be able to move fairly quickly to finalising the contracts and working out how to stage the payments. There is nothing further we can do on this at this stage until we hear back from ED. DB will speak to ED tomorrow to see how things are progressing.

3. **New vehicle entrance licence** – CR will be dealing with this.

4. **Electricity supply relocation** – DB has the quote for this for £378 plus VAT. However this was included on the Brief of Works submitted to ED. JK is concerned about doing this work now and then having to redo it although CR and ED do not think that will be a problem. DB to speak to ED. We really need to hand it over to ED as we have not allowed for it in our budget.

We also discussed payment of the latest **electricity bill**. JK said that ED had agreed to be responsible for utilities as he has been using the Hall's supply for the house build. MRH to obtain an up to date reading and get an accurate bill and then we can sort out payment with ED. CR certainly intimated to EC that ED would take

over all utilities bills once the work on the Hall commenced. In any event it is on the Brief so needs to come within our budget.

5. **Party wall agreement.** CR went to see Joan Howell on his own as neither EP or EC were available to go with him over half term. The meeting went really well and he has reassured her about the situation. Mrs Howell is happy to use the same representation as us and as it turns out is not concerned about her ash tree, except to the extent that she is worried about it falling on the Hall. We will agree to cut it back substantially for her alongside the other tree work we need to have done.
6. **Quotes for tree work** – Both DB and ED have been in touch with people who can do this for us. DB to speak to ED.
7. **Public liability insurance docs** – EC has not received these yet from ED and CR.
8. **Quote for CDM co-ordinator.** £950 incl VAT. John Bartlett from Pinner (recommended by EP) has met CR and ED who both feel he is someone with whom they are happy to work. He has been instructed. He has already made one lengthy site visit and been supplied with the asbestos survey by DB and other documentation by CR.
9. **Bank quiz evening takings** – done
10. **Pay Mandy for party supplies** – done
11. **Pay Laura for cleaning for Sept** – done
12. **Follow up bank mandates.** DB and EC are now signatories as well as JK. For some unknown reason there was a problem with MR-H's form. DB has tried long and hard to resolve this but MR-H needs to fill in a new form.
13. **Follow up VAT application** – done. We are now registered for VAT and have elected to waive exemption (opted to tax). MR-H needs to submit the VAT return for Sept / Oct. He already has the figures for it. It will all be done online. JK commented that we should change our accounting period to a more convenient one. MRH explained that he had set us up on software to produce the necessary information for the VAT returns.

Returning to the Agenda for this meeting

14. The Build

- i) ED's consideration of the brief of works. Dealt with above. We now need to wait for ED to come back to us and there is not much we can do until he does.
- ii) Discussion of budget and contingency. Dealt with above. JK does not think the contingency is sufficient to cover us if we do not get the VAT back. DB said we

have to now trust in what the professionals have advised us and assume that we will - we cannot afford to have a 20% contingency. Nonetheless all agreed a contingency of some sort is sensible. We will put final figures to the committee vote before the contract is signed.

- iii) The contract / timing thereof / limited liability clause. We cannot say the exact timing at the moment but hopefully within the next few weeks. We will not fix the next meeting date but will meet as soon as we can after ED reports back.

We will need to discuss and arrange contractually with ED how we pay him and at what stages. He may well have suggestions as to the best way to stagger these.

EC explained that all she thinks we can do in respect of limiting our liability is to seek to insert a clause into the JCT contract as an addendum limiting our personal liability to the extent of the assets of the charity. Obviously and understandably we would have the village to answer to if we had to call on this and would have a huge amount of explaining to do but it would avoid any of us personally going bankrupt. However, if Eugene is doing the work for a fixed sum as planned it is difficult to see how we would get into this position.

EC advised that if we wanted to pursue this any more comprehensively we would need to instruct a solicitor as it is not her area of specialism.

We need to make sure we have wheel cleaning dealt with as it is a condition of the planning. This will not be a problem as ED has to abide by this condition on the house too.

- iv) CDM Co –ordinator. Dealt with above

- v) Security fencing. This is now ED's remit according to the Brief of Works. DB has a quote for £550 plus VAT. He was all set to order it but ED said he was not ready to put it up. We may now be able to share some of the house security fencing. We would like it to go up so that the public can see that something is happening at long last.

- vi) Party wall issues – dealt with above

- vii) Insurance – EC has had an indication from the insurance company that our insurance will continue throughout the build. We assume this is because unlike a new build we will have part of the building remaining at all times. Once we have the contract we need to go back to them with further details.

- viii) "Wyld agreement" for additional car parking. This needs to be finalised before the building is finished. EC reminded everyone that the original licence was never signed – rather it went to the planners with a letter in support from James Wyld confirming its terms. EC made some amendments to the licence following a meeting with James and Mrs Wyld earlier in the year. They have not

come back to us on that yet. We are just flagging it up as an outstanding issue for now.

Financial matters

15. Mostly all dealt with above. EC reminded everyone that the £8000 s106 payment is SPONS linked so it may be a bit more now. We need to find this out.

Applying for grants

16. Sheila successfully obtained a grant of £2000 for the mobile stage. This is very encouraging. We need to use that within 12 months or we will lose it. CR has suggested that he might be able to design something that involves a part fixed/ part mobile stage. CR is concerned that we need the fixed stage for underneath storage and that if we have the mobile stage we will not have anywhere to put it away. MR-H said that he would not want to spend money on a fixed stage at the expense of say the entrance canopy. We discussed possibly building extra storage in due course once the hall is up and we are settled in. We had a lengthy discussion about this culminating in an agreement (which in fact we had already agreed at a previous meeting) to stick to the mobile stage.

Sale of Hall items

17. MI has had a few offers for various hall items. Agreed we will sell to the highest bidders. She will go back to those who have expressed an interest in only some of the lights to see how much is being offered and whether it matches our offer for all 6. From what we have seen on EBay and a design programme we think these are worth more than we have been offered so far.
18. Although interest has been expressed in the corrugated iron ED has said that it will cost more to take off carefully than we will be offered for it.

Fundraising / Sponsorship

19. We discussed whether to continue with our plan to hold a summer fete. We decided that we do not have the man power to pursue this and grants at the moment and that our efforts would be better spent on following up all available leads on grants for the time being. Even if the Parish Council were to help us with the fete as we were going to propose it is still a huge amount of work for moderate gain. We know there are some substantial pots of money out there and we decided it would be more sensible to throw all our available time at these, especially given SB's recent success over the stage.
20. EC thought that CR might be willing to help us now with designs and pricings for the kitchen, for example.

21. To that end SB, MI, EP and JW are all to concentrate on securing grant funding.

Attendance at Village Hall Conference on 4th Dec

22. SB and MI kindly agreed to attend this event on our behalf.

A.O.B

23. **Keith Dear** : DB has not heard anything else from Keith Dear who rather surprisingly had issued him with an invoice for work done, on being told he had not got the contract. DB told him in no uncertain terms that he had not been authorised to do anything that involved charging us.

24. **Storage** : SB has stored some items in someone's barn (sorry can't remember whose?) Robb Denham has offered us the use of the Meads shed at £20 a month. We agreed we could should try to find alternative free storage. SB to ask xxx whether they could store a bit more for us as ideally we would like to keep it in one place. We agreed not to dump anything at this stage unless we definitely will not use it again.

25. **Next meeting date** : to be fixed for as soon as practicable after we hear back from ED.

Meeting closed 9.45pm

EC 18/11/13

ACTION LIST:

1. Speak to ED to see how far he has got with costings - DB
2. Sort out new entrance vehicle licence - CR
3. Obtain electricity metre reading and discuss payment with ED – DB and MRH
4. Provide Public Liability Insurance documents – CR and ED
5. Discuss tree quote with ED – DB
6. Submit VAT return – MRH
7. Send off new bank mandate – MRH
8. Sort out insurance – EC
9. Finalise "Wyld licence" – EC
10. Find out about SPONS index link for s.106 – ALL
11. Finalise sale of Hall items and get offers especially in relation to the Lights – MI
12. Identify possible grants / liaise with CR over costings – EP, SB, JW, MI
13. Speak to ?? about more storage - SB

