



Curdrige Reading Room & Recreation Ground Charity
Trustee Meeting Minutes: DATE

Agenda Item Number	Description	Action
1.	<u>Welcome & Apologies:</u> Apologies from Harriet	
2.	<u>Outstanding items from previous minutes</u> Ongoing: Play Area Regeneration Hire Deposits Facilities Coordinator training Wedding Package Review Billiard Room Floor Charity rates for electricity costs? Regular Hire Fee Increase – almost complete Moving Facilities Coordinator Workstation to Cottage Trustees covering staff absences/leave – Rotas for cleaning & weekend standby.	ALL VH/BC VH VH VH VH VH VH/BC HB
3.	<u>Financial Update</u> <u>Current Financial Position</u> The accounts up to 29 th Feb 2024 were discussed (see full details at the end of the minutes). The accounts show a loss of just over £3,000 for February and an overall loss of nearly £5,000 for the year (not including any event income). The hire income in February is low as it reflects the closure of some of the regular hire businesses in January following Christmas and at least one hirer who has not paid their January fee. In addition to lower than anticipated income, there was an expense for the roof repair on the cottage. The Trustees discussed what further costs could be made to reduce outgoings and improve the charity's financial position. Agreed not to put the grounds maintenance contract out to tender and to cover this using a local business who has shown interest in supporting the charity. Also use Community Maintenance Days to cover some of the tasks in the contract. Dates for Community Days to be set. Interested parties in the tender to be contacted.	VH/BC

3. Cont'd	<p>The contract for services with Go-To Virtual Assistant was discussed. Agreed to reduce this from 10 to 7 hours per month for social media strategy support and website development. Once the work on the website has been carried out, this could be reduced further.</p> <p><u>Event Income:</u> No fundraising events were held in February except for Bingo hosted by The Cricketers Inn.</p> <p><u>Anticipated Expenses:</u> Not discussed – but see maintenance</p>	
4.	<p><u>Hall Hire Update</u> Becky reported 5 ad-hoc hires in February with a total income of £310.</p> <p>In March, there are 5 anticipated ad-hoc hires with a total of £324 income.</p> <p>She advised the trustees that there were more enquiries coming through and bookings were being taken for the year.</p> <p>We discussed that hire rate is typically low in January and December and that it does increase in Spring/Summer and then for Christmas parties in November/December.</p> <p>Trustees were advised that the Auction were reducing their hires by 50% effective from this month.</p>	
5.	<p><u>Staff & Volunteer Update</u> Nothing to update at this time.</p>	
6.	<p><u>Cottage Refurbishment</u> Nothing to update at this time.</p>	
7.	<p><u>Maintenance & Play Area Project</u> <u>Maintenance:</u> <u>Billiard Room Flooring</u> Trustees have agreed the quote. Need to decide on floor colour and check that the flooring is appropriate for the Dance School.</p> <p><u>Lights in Main Hall, external lights by emergency exits & car park lighting</u> The quote has now been agreed. Becky to liaise with contractor to arrange the works.</p> <p><u>Roof Repairs:</u> Contractor is going to breakdown the estimated budget for the overhaul of the roof so that priorities can be identified, costs established, and work planned. Also going to provide a quote to repair the leak in the main hall. Vanessa to share with Trustees once received.</p>	<p>VH</p> <p>BC</p> <p>VH</p>

	<p><u>Grounds Maintenance:</u> Vanessa updated the Trustees on a recent meeting with Chevron Green who have indicated their wish to support the charity by taking on an agreed list of tasks at no financial cost to the charity. Vanessa to agree tasks with Chevron Green and update the Trustees further.</p> <p><u>Smart Heating & Hot Water Control:</u> Discussion about whether installing a smart heating/hot water control was necessary as some hirers are complaining that the facilities are not warm enough.</p> <p>Programming of central heating & hot water was recently changed to reduce the amount of time it was on as the building was being heated when there was nobody in. The programming is now scheduled to reflect the regular hires that use the facilities. Seems to be an issue in the main hall as hirers using the facilities on a Wednesday and Thursday are saying the hall is not warm enough despite the programming seeming to work.</p> <p>Explore costs for installing a smart control panel to enable to boiler to be activated remotely rather than having to be physically present to adjust. Can also see temperature of rooms on the app. Chloe to investigate costs.</p> <p><u>Play Area Project:</u> Offer from Sabre Property Management changed to a cash donation subject to planning approval of their housing development in Curdridge.</p> <p>The net on the connect tower/slide has been removed to be replaced. The piece of play equipment has been made secure. The same company made the timber climbing frame. One timber needs to be completely replaced and another needs to be sanded down to remove some splintered edges.</p>	<p>VH</p> <p>CB</p> <p>LB</p>
8.	<p><u>AOB:</u></p> <p><u>Suez Waste Collections:</u> There has been £150 of additional charges over the last 4 months due to excess weight on the waste. Waste levels should not be that high given the volume of bookings.</p> <p>There have been some sightings of vehicles pulling alongside the bin and putting rubbish in.</p> <p>Discussion about how to deal with this:</p> <ul style="list-style-type: none"> • Put the bin behind a gate and fence to restrict access. This is a significant task with costs attached and creates the logistical issue of ensuring that the gate is unlocked and open for when the collection happens. • Query about what the weight limit is. Is there scope to increase this to incur fewer excess weight charges? Vanessa to explore. 	VH
12.	<p><u>Date of next meeting:</u> Tuesday 2nd April 2024 – Billiard Room.</p>	

Reading Room Accounts Summary for Quarter 1:

CRR Income and Expenditure	January 2024			February 2024			March 2024			Quarter 1 2024		
Revenue	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Hall hire income	£1,782.93		£1,782.93	£1,267.48		£1,267.48	£0.00		£0.00	£3,050.41	£0.00	£3,050.41
Bank interest	£0.00		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00	£0.00	£0.00
Caretaker services		£819.00	-£819.00	£0.00	£819.00	-£819.00		£0.00	£0.00	£0.00	£1,638.00	-£1,638.00
House cleaning		£706.51	-£706.51		£680.21	-£680.21		£0.00	£0.00	£0.00	£1,386.72	-£1,386.72
House maintenance		£438.00	-£438.00		£1,020.00	-£1,020.00		£0.00	£0.00	£0.00	£1,458.00	-£1,458.00
Ground maintenance		£0.00	£0.00		£100.00	-£100.00		£0.00	£0.00	£0.00	£100.00	-£100.00
Ground cleaning		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00
PAYE		£122.82	-£122.82		£122.82	-£122.82		£0.00	£0.00	£0.00	£245.64	-£245.64
Insurance		£255.69	-£255.69		£255.69	-£255.69		£0.00	£0.00	£0.00	£511.38	-£511.38
Gas		£683.83	-£683.83		£757.80	-£757.80		£0.00	£0.00	£0.00	£1,441.63	-£1,441.63
Telephone, Wifi and Broadband		£128.14	-£128.14		£45.98	-£45.98		£0.00	£0.00	£0.00	£174.12	-£174.12
Water		£34.70	-£34.70		£34.70	-£34.70		£0.00	£0.00	£0.00	£69.40	-£69.40
Electric		£418.84	-£418.84		£388.86	-£388.86		£0.00	£0.00	£0.00	£807.70	-£807.70
Council tax and licences		£35.00	-£35.00		£0.00	£0.00		£0.00	£0.00	£0.00	£35.00	-£35.00
PRS & PPL licences		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00
Marketing and Website Maintenance		£130.00	-£130.00		£130.00	-£130.00		£0.00	£0.00	£0.00	£260.00	-£260.00
Recycling	£259.60		£259.60	£0.00		£0.00	£0.00		£0.00	£259.60	£0.00	£259.60
Administration		£0.00	£0.00		£68.00	-£68.00		£0.00	£0.00	£0.00	£68.00	-£68.00
Bank Charges		£5.00	-£5.00		£5.00	-£5.00		£0.00	£0.00	£0.00	£10.00	-£10.00
Total Revenue Items	£2,042.53	£3,777.53	-£1,735.00	£1,267.48	£4,428.06	-£3,160.58	£0.00	£0.00	£0.00	£3,310.01	£8,205.59	-£4,895.58
Capital												
Curdrige Fete	£12.00	£0.00	£12.00	£12.00	£0.00	£12.00	£0.00	£0.00	£0.00	£24.00	£0.00	£24.00
unallocated		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00
unallocated		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00
unallocated		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donations and Grants/Purchases	£14.70	£0.00	£14.70	£14.70	£0.00	£14.70	£0.00	£0.00	£0.00	£29.40	£0.00	£29.40
Xmas party	£886.48	£335.36	£551.12	£68.83	£0.00	£68.83		£0.00	£0.00	£955.31	£335.36	£619.95
Total Capital Items	£913.18	£335.36	£577.82	£95.53	£0.00	£95.53	£0.00	£0.00	£0.00	£1,009.71	£335.36	£673.35
Operational Movement of Funds	£2,955.71	£4,112.89	-£1,157.18	£1,363.01	£4,428.06	-£3,065.05	£0.00	£0.00	£0.00	£4,319.72	£8,540.95	-£4,222.23
Movement on Deposits	£100.00	£100.00	£0.00	£50.00	£100.00	-£50.00	£0.00	£0.00	£0.00	£150.00	£200.00	-£50.00
			-£1,157.18			-£3,115.05			£0.00			-£4,272.23
Bank Account Movements												
Virgin Account			£0.00			£0.00			£0.00			£0.00
Cash and Gold Account			-£1,157.18			-£3,115.05			£0.00			£38,710.87
Cash Account			-£1,157.18			-£3,115.05			£0.00			£38,710.87
Bank Balances												
Cash Account			£500.00			£500.00			£0.00			£0.00
Gold Account (including ex virgin account)			£45,738.62			£42,623.57			£0.00			£0.00
CAF Total			£46,238.62			£43,123.57			£0.00			£0.00
Curdrige Show Account												£0.00
Virgin Savings Account			£0.00									£0.00
Total Cash at month end			£46,238.62			£43,123.57			£0.00			£0.00