

**Cound Guildhall Management Committee**  
**Meeting following AGM 26<sup>th</sup> July 2023**  
**at Cound Guildhall**

**1 Present:** Rex Sartain Chair, Blair Nimmo Treasurer, Linda Clutterbuck Secretary, Marion Adams, Stephen Crack, Claire England, Kate Payne, Tim Roberts.  
**Apologies:** Simon James, Geraint Rees, Mavis Hunt.

**2. Declaration of Members Interests.** None.

**3 Minutes of the meeting dated 9<sup>th</sup> May 2023**

- These were circulated before the meeting and were unanimously approved

**4 Matters Arising**

- Reverberation: Stephen has the project in hand and it will be revisited when funds allow, following completion of the toilet project.
- Village Halls Quiz Team: Stephen reported that there had been no interest in forming a Quiz team at present.
- Winter quizzes will be investigated by Claire and Kate.

**5 Finances.** Cound Guildhall Treasurer's Report.

The bank account was £27,512.07 in credit at the end of the last financial year.

- The accounts are available in full online: [Cound Guildhall Accounts - 2022-2023](#)
- We have effected the changeover of Treasurers with thanks to Marion for her tenure. The changeover highlighted a number of difficulties related to transferring accounts, mandates etc. I am working to ensure this will be much easier next time including:
  - Generic email addresses for all the main officers and duties. These can then be easily redirected with personnel changes.
  - As much transparency as possible so, everyone can see the accounts.
- Following the installation of broadband and wi-fi, SumUp has been implemented:
  - To enable us to take card payments
  - With 2 terminals, not least to provide some redundancy but also to allow us to print payment receipts.
  - So that we can aggregate payments in SumUp and then transfer the relevant totals associated with projects and events to our bank account.
- The Art Exhibition
  - Turned over effectively £30,000 with a net profit of nearly £11,000 which was split evenly between St Peter's Church and the Guildhall after a £500 donation to the Air Ambulance.
  - Full analysis of the event: [Art Exhibition April 2023](#)
- For the 2023-2024 financial year, an accounts system has been trialled and now implemented. It is recommended by our bank (Lloyds) and is very inexpensive. It provides the following benefits:
  - Adds rigour to the accounting process
  - Interfaces seamlessly with the bank to upload transactions every night.

- Improves our ability to report
- Provides a more easily audited set of accounts for the year end.
- Enables all trustees to have full access to the information and the bank statement (all trustees have been invited).
- Summary of the current position:
  - Committed spend of approximately £3,000 for heat, light, power etc.
  - We have £20,000 in the Savings Account
  - We have £5,000 in the Current Account
- Toilet improvement project:
  - £3,840 has been spent and accounted for so far
- Gift Aid:
  - We are already registered with HMRC and I am trying to get access so that we can make gift aid claims.
  - We are able to claim back 4 years and I shall make that claim as soon as we have access.

## 6 Insurance :

- Blair has approached three insurance companies and asked them to quote for 2023-24  
ACTION : Blair will circulate when quotes received

## 7 H&S

- Rex reported that the socket in the bookshop cupboard has not been certified yet.  
ACTION: Tim will liaise with the electrician( Matt) working on the toilet build to certify it
- There are a number of brown chairs in the church which we have been asked to remove.  
ACTION: Rex agreed to remove them.

## 8. Future Events. Note – host/s in brackets

- 24<sup>th</sup> August – Private Meeting (TR)
- 1<sup>st</sup> & 2<sup>nd</sup> September – Wedding (TR)
- 4<sup>th</sup> September – Cound and District Craft Group (LC)
- 8<sup>th</sup> & 9<sup>th</sup> September – Wedding (TR)
- 21<sup>st</sup> September – Cound Parish Council (TR)
- 22<sup>nd</sup> September – Flicks; Mrs Harris Goes to Paris (LC MH & TR )
- 23<sup>rd</sup> September – Cound Produce Show and Scarecrow Trail ( RS)
- 2<sup>nd</sup> October – Cound & District Craft Group (LC)
- 18<sup>th</sup> October – GH Trustees Meeting ( All )
- 20<sup>th</sup> October - Flicks; A Man Called Otto (LC MH & TR )
- 21<sup>st</sup> October – Community Harvest Supper ( CE )
- 6<sup>th</sup> November - Cound and District Craft Group (LC)
- 24<sup>th</sup> November – Flicks; The Electrical Life of Louis Wain (LC MH & TR )
- 4<sup>th</sup> December - Cound and District Craft Group (LC)
- 13<sup>th</sup> December – Women in Fellowship (TR)
- tbc December – Wreath Making (RS)

## 9. Guildhall Improvements.

- Toilets: The work has started and the skip is due. Lee is the builder, Matthew the electrician and Dan is the lead man and they have bought 40% of the materials.
- The Cooper and Willams quote of £1936.40 + VAT for the floor was presented, it is extra to the building quote therefore discussed. It includes levelling the floor with a resin, fixing a floor covering as the kitchen in the two cubicles and extending the carpet tiles as in the lobby to meet the cubicles. Blair confirmed that we could just meet this expense. Proposed by Rex and Seconded by Blair. Unanimously agreed that it should be accepted.
- Threshold and drain. Rex and Edward England are investigating and feel that removing the doorstep slab and replacing with a grid may be the way forward but it is likely to incur some expense. Blair thought he may be able to access some EcoDrain. Tim was not keen to remove the doorstep or replace with a grid but to scrape back the drive away from the door as stones are still fouling the open door. To be discussed further.

#### **10 A-O-B**

- Following payment of the PRS and PPL Licenses, Tim received a phone call requesting a spot check visit to check our usage of Live Music. This was averted by Tim explaining that we are not a community centre with live music.
- Tim requested that Correspondence should be a standing item on the agenda to enable trustees to report relevant phone calls as well as emails and letters even if there is nothing to report.

#### **11 Future Meetings:**

- Wednesday 18<sup>th</sup> October 2023 at 19:00 hrs

#### **12 Meeting Closed: 20:23**