

**CHILMARK READING ROOM**  
**Minutes of CRR Committee Meeting held on 21 November 2018**

**1. Present**

Kirk Murray-Jones, Johan Denekamp, Henrietta Cockrell, Alison Whipp-Long, Liza Jack, Morag Philpott, Dathan Trent, Sarah Miller, Barny Guthrie, Jenny Gavin

Observer: Shaun Scott

**2. Apologies**

There were no apologies

**3. Election of Officers for coming year**

Chairman: Kirk Murray-Jones

	Proposed: Alison Whipp-Long	Seconded: Barny Guthrie
Secretary: Jenny Gavin	Proposed: Sarah Miller	Seconded: Barny Guthrie
Treasurer: Johan Denekamp	Proposed: Liza Jack	Seconded: Henrietta Cockrell
Vice Chairmen:		
Barney Guthrie	Proposed: Sarah Miller	Seconded: Liza Jack
Alison Whipp Long	Proposed: Sarah Miller	Seconded: Liza Jack

Kirk thanked Sarah Miller for her magnificent five years as Chairman of the Reading Room.

Sarah said that Kirk would like Jenny and herself to continue with banking the Reading Room money. It was agreed that Sarah and Jenny should continue to be co-signatories for the Reading Room bank account, and be responsible for paying in money from rent, events etc and paying expenses.

Proposed: Liza Jack                      Seconded: Henrietta Cockrell

**4. Minutes of Last Meeting**

The minutes of the meeting held on 17 October 2018 were approved and signed

*Proposed:* Henrietta Cockrell; *seconded:* Johan Denekamp

**5. Matters Arising**

**5.1 Disabled Toilet Redecoration**

Sarah had arranged for a decorator for the disabled toilet, as he could no longer do the work, it was agreed that Sarah and Barny would get some new quotes for the work.

**5.2 Wall Damp**

There were still significant damp patches on the wall where the French drain had been installed. The gutter and downpipe had been cleared but this had not had any effect on the damp. There was also damp on the opposite wall. Dathan agreed to look into what was causing the damp.

**5.3 Memorial Bench**

It was agreed to order the Memorial Bench, the wording of the plaque to be agreed at the January meeting. Johan would check with Sarah whether she could take delivery of the bench. It was agreed that we should wait to the spring before ordering the bench.

**5.4 Strip Lighting Replacement**

Sarah said that the quotes for replacement lighting discussed at the last meeting were four years old and that new quotes were needed. There was discussion as to whether the roof space needed to be cleared of the debris left by the jackdaws. It was agreed that this would probably need to be done as the old wiring would probably no longer be compliant with up to date standards. It was agreed that Barny and Sarah would obtain two quotes for new strip lighting with the same light level as now, but with of having possibility of dimmer switches. It

was agreed that we should submit as request for a grant to the Area Board before the end of the financial year.

### **5.6 Stage**

The stage, which has been generously donated by Mrs Sarah Sharp, had arrived in time for the performance by Jenkins' Ear. Sarah had been approached by Felicity Pattenden to see if the Church could borrow the stage for an event in the New Year. It was agreed that the Church could borrow the stage, without charge. However a deposit may be required.

Alison agreed to find out how much stages cost to hire, in case other people enquired about using it.

Sarah asked for volunteers to put up the stage. Barny, Henrietta and Shaun Scott agreed to learn how the staged was erected

### **5.7 Halloween**

Thanks to Alison, Barny and Kirk the Halloween event had been very successful, although it was a bit quieter than last year. The event made £27.55.

### **5.8 Jenkins Ear**

This was a great success, all the tickets were sold. The event raised £218.46.

## **6. Future Events and Fund Raising**

### **6.1 Christmas Bazaar**

Setting up for the Christmas Bazaar would start at 10.00, with the event running from 2-4pm. Three tables had been hired, the charge with year being raised to £12 per table. It was agreed to have a high end raffle, tombola, Christmas bric a brac and Janey Middleton had agreed to do a produce table.

### **6.2 Pop Up Café**

Dathan suggested having a pop up café similar to the one held at Teffont. It was suggested that we hold it in the afternoon doing tea and cakes. It was agreed to discuss this again at the January meeting.

### **6.3 Quiz**

It was agreed to have a quiz night, possibly having pizza instead of the fish and chips we had last year.

## **7. Date of Next Meeting**

Thursday 10 January 2019 at 6.30pm

**Minutes of the AGM of the Trustees and Management Committee of the Chilmark Reading Room on 21 November 2018**

**Present:** Mrs Sarah Miller, Mrs Janey Middleton, Lady Liza Jack, Mr Johan Denekamp, Mrs Henrietta Cockrell, Mrs Jenny Gavin, Mr Barney Guthrie, Mrs Mary Boyles, Mr Kirk Murray-Jones, Mr Bryan Cross, Mrs Morag Philpott, Mrs Felicity Pattenden, Mr Shaun Scott, Mr Dathan Trent, Mr John Perou, Mrs Alison Whipp-Long

**Trustees:** Patrick Middleton

**Apologies:** Lord Margadale (Trustee); Mrs Chrissie Eden, Mrs Krysia Kirkpatrick, Sir Peter Jennings, Mr Glen Miller

**Patrick Middleton** welcomed everyone and chaired the meeting and gave the following report. I've had a few undemanding jobs in my time but this one takes the biscuit, and I shouldn't even be doing this really if the Chairman of the Trustees had been able to make it.

Why undemanding? Because the Trustees represent the last resort when the Board of Management has come to a complete grinding halt, then it's time for the Trustees to step in. It is a tribute to your competence that we have not stirred from our perches.

I can't remember much but I see from Jenny's excellent minutes that last year I talked about the challenges and contributions to the village's social coherence. Since then the School has improved its position and is now starting to expand. The Church unsurprisingly remains with its back to the wall; we must all do what we can there. To mention a few more key players, the Cricket Club has had a great season and seems to go from strength to strength; the Village Voice is well established as a stylish and informative broadsheet, and the Black Dog is in all sorts of difficulties and uncertainties.

But, imagine this, if you were an elderly teetotaller, with no children or grandchildren, who doesn't play cricket or go to church, almost your only social resource within the village would be, wait for it, the Reading Room. At the risk of banging on about community spirit, I do feel that this is absolutely fundamental to village life: we are, I suggest doing pretty well.

So I view the continued success of the Reading Room as absolutely crucial to Chilmark's success as a community. Your contributions as members of the Management Committee are integral with this success. Thank you and keep doing it.

We are of course extremely lucky with the size and amenities that this Room offers us. The yarning cavern of Dinton, the Lilliputian dimensions of some other local halls must severely challenge their communities.

But luck begets luck, and you and your predecessors have done much to enhance this place. Only the other day a generous villager gave us a portable stage, which by chance was subjected to a full power trial on the day it arrived. It withstood the not insubstantial weight and capering of the shanty group Jenkins' Ear without a quiver or a squeak and will be much prized in the future.

Lo and behold, the availability of the Reading Room has caused many flowers to bloom, in the shape of the wide variety of social groupings that you accommodate; they probably wouldn't exist at all without this facility, social engineering at its best.

In the end thought this is all about you, the members of the Committee. Sarah has had a fabulous tour as Chairman and it is now right that she is moving on. Let's give her a cheer! I'm delighted to hear that there is a promising candidate for her replacement, and some new blood in the offing as well. I see too, from Johan's excellent report that the finances are in good shape, and will not be greatly affected by the wilder shores of Brexit.

I congratulate you all and wish you a successful and happy year to come. Thank you.

**Minutes of the last meeting:** These were taken as read.

Approval of Minutes: Proposed: Henrietta Cockrell; Seconded: Kirk Murray-Jones

The Minutes were signed by Patrick Middleton.

**Matters Arising:**

There were no matters arising.

**Financial Report** - Johan Denekamp circulated the Treasurer's Report:

**Financial Report for the year ended 30 September 2018**

Highlights/key points

- Another good year for the Reading Room
- At year end we had £10,058.70 in the bank.
- **We produced a record surplus for the year of £2,230**
- We raised £4,259 in total (rather less than last year's £5,426)
- We spent £2,029 (considerably less than last year's £3,292)
- The income and surplus produced was above budget, with good income from well attended events, but the surplus mainly arose because of reduced expenditure on one off repairs.
- We have just budgeted for the coming year and we intend to make a few improvements, new lighting, disabled loo redecoration (deferred from this year) and we have purchased our own stage, very generously covered by a very kind donation from Sarah Sharp. Big thanks to her! These budget plans lead to a planned cash outflow next year of £1,325. The budget will be considered again at the management meeting which follows this AGM.
- Reserves policy – we hope to continue to manage our affairs conservatively so that our modest sized charity can withstand any unexpected adverse circumstances. These reserves mean that we have at least one year's expenditure in hand.

In some more detail;

**Income:** of £4,259 was less than last year's income of £5,426.

The year just finished income was made up of:

Room hire	£	2,217 (PY £2,371)
Events	£	1,496 (PY £1,742)
Donations	£	45 (PY £814)
Grants	£	500 (PY £500)
<b>Total income</b>	<b>£</b>	<b>4,259 (PY 5,426)</b>

We remain very grateful to the Parish Council for the generous annual grant of £500.

**Expenditure** was **£2,029**, down from £3,292 in the previous year.

Normal recurring expenditure (electricity, insurance, cleaning and so forth) was in line with last year and just as an FYI our normal running costs typically now amount to about £2,000 per year. We did not undertake any repairs in the year just finished.

Our building is now in pretty good order, but it is old and does require on-going maintenance of course. In the coming year we intend to replace the lighting and redecorate the disabled loo £500 (a deferred expense from this last year). We have also now bought our own stage as mentioned above.

**Future Expenditure:**

Aside from these items of expenditure in the coming year we would expect the other running costs to remain predictable. We would hope that "normal" self generated income will remain at prior year levels. We have benefitted from the kind donation for the stage and expect to obtain a grant towards the new

lighting. We predict a deficit of £1,325.

Our turnover and assets fall below the *de minimis* levels set for audit and such like. We are a very small charity and we file a simple annual return as we are required to do by law

**Chairman's Report** - Sarah Miller read out the Chairman's Report:

All thanks to our Treasurer for ensuring the Reading Room finances are in such good order and that we are able to maintain the hall as an attractive venue for hirers.

And likewise, many thanks to Jenny Gavin for her continued hard work as an efficient and patient RR Secretary, organizing the bookings, liaising with hirers and collecting all monies owed, as well as regularly turning out to help at Reading Room events.

The RR has been put to a wide range of uses this year. It is now the firmly established venue for Pilates on a Monday night and for a Kettlebells exercise class on Wednesday mornings, as well the long running twice-monthly Social Stitchers and the Friday morning Life Drawing group. In addition, we were pleased to see it used as the weekly practice venue for a local boys' band during the summer months; and we were equally pleased not to receive any complaints about noise from the band!

We are also appreciative of the long-term support of users such as the Parish Council and the Chilmark Opera. More recently it was the venue for the Chilmark Cricket Club Drinks & Awards night, as well as a well-attended Welcome to Chilmark Drinks evening.

Our fund raising events during the year included the most successful Christmas Bazaar yet, a popular Fish 'n Chips and Quiz night, a talk about the history of costume, and another Halloween Night family drop in. Most recently, we saw the return of the Shanty Singers Jenkins' Ear. They were the first users of our brand new stage so generously paid for by Sarah Sharp. Having our own stage – rather than borrowing the school's one – will make it much easier for us to hold staged events here and we can now look forward to setting up some visiting acts for 2019.

In particular, I'd like to thank Henrietta Cockrell for organising both the Costume Talk *and* the Jenkins' Ear visit, as well as continuing to be an excellent Quiz Master at our annual quiz suppers.

Earlier this year we were saddened by the death of Kath Acreman of Fonthill Bishop. She had been a long serving committee member and was the inspiration behind many successful Bingo nights in the Reading Room. Her loss prompted the committee to agree on the purchase of a garden bench for the patio, in memory of former committee members – the sum of £400 has been specifically budgeted for this in the coming year.

Talking of long-serving, Janey Middleton, who joined the committee in 1995, and was chairman for many years, has decided she will not seek re-election this year. Janey is due huge thanks for her unstinting support at numerous events, her fantastic produce stall at the Christmas Bazaar and for being a wise head on shoulders at many committee meetings. We will miss you Janey!

I'm stepping down as Chairman this year as I feel that 5 years with me in the chair is more than enough for the rest of you to put up with; I'm delighted that Kirk Murray Jones has agreed - with a little pressure! - to step up to the role. I hope he has much fun as I've had and I'd like to thank all of you who have helped out at events during the year and generally for being great fellow committee members.

**Re-election of Existing Committee members** as named below

Mrs Morag Philpott, representing the Parish Council

Mrs Alison Whipp-Long representing the Friends of Chilmark School

Mr Johan Denekamp, Mrs Sarah Miller, Lady Liza Jack, Mrs Henrietta Cockrell, Mrs Jenny Gavin, Mr Barny Guthrie, Mr Kirk Murray-Jones, Mr Dathan Trent

Proposed by: Bryan Cross    Seconded by: Felicity Pattenden and Mary Boyles

**Any Other Business**

There was no other business

Meeting closed 7.18pm

