

CHILMARK READING ROOM  
**Minutes of CRR Management Committee Meeting held on 5 April 2017**

**1. Present**

Sarah Miller, Johan Denekamp, Fiona Rawlins, Shaun Rawlins, Janey Middleton, Kirk Murray-Jones, Alison Whipp-Long, Barney Guthrie, Jenny Gavin

**2. Apologies**

Catherine Quaile, Liza Jack, Viv Lowe, Kath Acreman, Henrietta Cockrell,

**3. Minutes of Last Meeting**

The minutes of the meeting held on 10 January 2017 were approved.

*Proposed:* Fiona Rawlings; *seconded:* Janey Middleton

**4. Matters Arising**

**4.1 Emergency Lighting**

Liza had raised the matter of emergency lighting at the Parish Council meeting. However there had been no feedback from this, so to it was agreed that the new emergency notices are sufficient.

**4.2 Wall Damp Quote**

Sarah agreed to contact the builder for a start date for the damp proof work. Hopefully this will be carried out in May or June.

**4.3 Disabled Toilet Redecoration**

Liza and Catherine had agreed previously to liaise on this matter and hope to carry out the redecoration in May.

**4.4 Replacement Door Strip**

As the door strip between the entrance lobby and the hall had become a trip hazard, Catherine had bought a new door strip and Glen Miller had fitted it. Spare lengths of this were being stored in the broom cupboard.

**4.4 Quiz**

The Quiz evening had been a great success, Sarah thanked everyone who contributed by making food and setting the questions. The quiz made £505.73. The cost of all the wine and beer purchased had been set against the quiz costs; however, there is a quantity of wine and beer in hand for use at a future event (ie As the Crow Flies).

**4.5 Mazaika**

Sarah had not yet contacted Mazaika but hoped that they may be able to come in the autumn.

**4.6 Pentabus Theatre Company**

Tickets for this event were selling fast, 31 tickets had been sold already. Sarah proposed to limit the number of tickets to 40 due the layout of the stage.

**4.7 Renewal of Electricity Contract**

The electricity contract was renewed on 31 March 2017. Sarah had compared prices but found that price comparisons were more relevant to domestic rather than business premises. Sarah had agreed a two year fixed contract with SSE, our present supplier, which was the best deal available. However, there is considerable increase in the price of the night electric units which is our biggest expense due to the storage heaters, so our electric bills will increase substantially. Sarah will mention this to the Parish Council when applying for a grant.

#### **4.8 PAT Testing**

PAT testing had taken place at the cost of £30. We had been informed that the Tea Urn and kettles need to be tested very six months. However, there is no legal requirement for PAT testing and it is not specified in our insurance.

It was agreed that PAT testing should be carried out annually

Proposed: Barney Guthrie    Seconded: Kirk Murray-Jones

#### **4.9 Replacement Strip Lighting**

As one of the fluorescent tubes is no longer working and as only 6-foot tubes are now available, Sarah had obtained a quote for replacement lighting. The cost of replacement fluorescent tubes would be £166 plus £100 for labour but if we wanted LED lighting it would be more than double at £461. It was agreed to leave replacing the lighting for now.

#### **4.10 Reading Room Web Site**

The annual fee for web hosting had been paid. As the domain name needed to be renewed for the next two years, the cost of the web site is slightly more this year at £61.70.

### **5. Treasurer's Report**

Johan had circulated the accounts for the second quarter.

Quarter one had done well with quite limited expenditure, and the majority of the year's fund raising events being held. Income for Q2 from room hire was on target, and is at £1126 at the half year point. Expenditure was mainly predictable with slightly increased payments for Chubb and web hosting. At the end of Q2 there is a surplus of £2228. Johan thought there might be slightly more than the budgeted surplus by the year end.

Barney asked what is a sensible amount to have as a surplus? Johan said that it would be nice to have more than a year's expenditure plus money for emergency expenses. Any expenditure we can't cover would need a specific fundraiser.

There was some discussion as to how drinks bought for events should be accounted for, to give an accurate amount of money raised by each event.

Johan explained that he operated a very simple cash accounting system which didn't allow for recording of drink in hand. It was agreed that it was better to buy larger quantities to reduce the hassle of going to the supermarket; reimbursement should be made to the person buying the drinks immediately, so they didn't have to wait until all the drink was used. It was suggested that the drinks could be counted after the event, as it was useful to know how much was used.

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

There are no further events in the diary at present. Plans for a possible Halloween event were discussed and Barney suggested the Reading Room could be a focal point for families on Halloween Night perhaps serving light/take away supper. Alison, Catherine and Barney to liaise over this.

### **7. Any Other Business**

Sarah said that a lady from Shaftesbury wanted to hire the Reading Room for Pilates classes on a Monday evening for approximately an hour and a quarter. As she said it was uneconomic for her to pay the full 6-hour rate, it was agreed to charge £7.50 - plus winter heating charge of £5 (when applicable) - for a trial period.

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

Wednesday 12 July 2017 at 6.30pm