

KEEVIL COMMUNITY AMENITIES TRUST

Minutes of the second Meeting of the Trustees of the Keevil Community Amenities Trust held on Thursday 11 October, 2012, at Forge Cottage, Keevil.

Present: Rob Kevan, (Chairman), Norman Owen, Paul Vingoe, Jerry Wickham and Janet Hopkins (Secretary)

12/12 Apologies for Absence

Apologies were received from Alex Goodwin and Pat Tucker.

12/13 Approval of the Minutes of the 1st Meeting of the Trustees held on Tuesday 1st May 2012

It was proposed by Paul Vingoe

Seconded by Jerry Wickham

that the minutes of the 1st Meeting of the Trustees held on Tuesday 1st May 2012 be signed as a true record.

This was agreed by all present.

13.1 Matters arising:
There were no matters arising.

12/14 Finance:

14.1 Financial Report

The Secretary tabled the financial report for the period May to September. This showed a current credit balance of £479.37. Provided there was no unforeseen expenditure, the cash flow projection showed a deficit situation would occur in June 2013. However, the donation of £110 from the Chairman was still included. He indicated that he would not need this to be repaid until after the Race Night.

It was agreed that the intention of the Race Night would be to raise sufficient funds to pay the insurance costs in May 2013, so that the funds would be in credit at the beginning of the next financial year.

.2 Future Level of Donations
After discussion,

It was proposed by Paul Vingoe

Seconded by Jerry Wickham

that suggested donation for the use of the 12'x6' marquee should be increased to £70, and suggested donation for the use of the 12'x12' marquee should be increased to £120.

This was agreed by all present.

.3 Insurance

Since the insurance premium was the highest cost for the Trust, the Chairman stressed that it was important to identify the most cost effective insurance provision. He would approach Ian Wheeler to see if he could suggest any potential insurance companies. The Secretary would again speak to Peter Bell, an insurance broker, and all Trustees were asked to consider alternative insurance providers. Paul Vingoe said that if the public and insurance liability were lowered, this would not necessarily result in a decreased premium. The option of a lower premium since the Marquee was not used for six months of the year should also be explored.

12/15 Fund Raising – Race Night, 15 December 2012

Norman Owen said that Carson Tyres would be sponsoring the Race Night. David Carson would be providing a bottle of champagne for the prize, and would also contribute £50 towards the cost of the evening. Five races required sponsors of £25 each, and the Chairman, Jerry Wickham and Paul Vingoe offered to take responsibility for a race each. Ian Simpson and Tim Burrell would also be approached, as they had participated in the past. Owners for each horse – a total of 30 would be needed, and this would be advertised in the magazine and on the website.

It was felt the food should be a finger buffet, and as this was a Christmas Race night, the food would be mince pies, sausage rolls etc, and the hall would need to be decorated. The Hall would be available from 15.00 hours.

12/16 Operations

16.1 Marquee usage since last meeting

Norman Owen had circulated his report. He stressed that stronger bags were needed to store the poles. He would be approaching Melanie Page to see if she could sew the bags, provided sufficiently strong material could be sourced. The Chairman asked if this could be costed for consideration by the Trustees. Some fixings needed to be replaced, and additional end pieces and ground bars would be useful when two 6x6' were in use at the same

time. Since this was not urgent, Norman agreed to make initial enquires as to the costs of the additional equipment.

16.2 Cleaning and Maintenance of Marquee

The only current problem was mould, which only occurred if the marquee was stored when wet. However, this could be removed with mould and fungus remover. It was more difficult to keep the bailing clean, and it was agreed that this would be undertaken in the spring, using a steam cleaner.

12/17 Recognition of Helpers/Volunteers

The Chairman was keen that the work of the volunteers should be recognised. It was agreed that the secretary should ensure that all volunteers would be sent a Christmas card expressing the thanks of the Trustees. An advertisement would also be placed in the Parish Magazine and on the website, to express the appreciation of the Trustees.

Jerry felt that the pages on the website relating to the Trust may need to be updated. He would ask Steve Maskrey if there were any photographs of the Keevil Society Garden Party available, which showed the Marquee being used.

12/18 Keevil Society Open Evening – Wednesday 17 October 2012

Norman had material which could be used for the Open Evening.

12/19 Any other business

19.1 It was agreed that all minutes of the Trust Meetings should be displayed on the website. The secretary to would send them to Jerry.

12/20 Date of next Meeting

The date of the next Meeting was agreed as Thursday 18 April, 2013. Provided the Village Hall was available, this would be preceded by the AGM, which would commence at 20.00. The Trustees would meet directly after the conclusion of the AGM. The Secretary agreed to book the Village Hall.

Signed

Date