

KEEVIL COMMUNITY AMENITIES TRUST

Minutes of the third Meeting of the Trustees of the Keevil Community Amenities Trust held on Thursday 18 April, 2013, in the Village Hall, Keevil

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

13/1 Apologies for Absence

Apologies were received from Pat Tucker.

13/2 Approval of the Minutes of the 2nd Meeting of the Trustees held Thursday 18 April, 2012

It was proposed by Paul Vingoe

Seconded by Jerry Wickham

that that subject to the decision in 14/2 being amended to 'that the suggested donation for the use of the 6'x6' marquee should be increased to £70, and suggested donation for the use of the 12'x6' marquee should be increased to £120.'

that the minutes of the 2nd Meeting of the Trustees held on Thursday 18 April, 2012 be signed as a true record.

This was agreed by all present.

2.1 Matters arising:

12/16 Norman Owen commented that a minimum of eight people were necessary for the erection and striking of the large marquee. Jerry Wickham suggested that this be included in the instructions for volunteers. Norman said that the marquee would need to be cleaned prior to its first usage.

13/3 Finance:

3.1 Financial Report.

The finance report showed a current surplus of £123.16, which would be sufficient to cover the final two insurance payments in April and May.

Janet Hopkins explained that due to the delay in setting up the bank account and initial standing order for the current insurance, the final instalment for the year was payable in May, although cover was required from the 2nd May 2013. The effect of this was that two payments would need to be met in May. The Trustees discussed delaying renewing the insurance until June, in order to avoid this situation. However, it was suggested by Jerry

Wickham, that the Chairman should approach The Keevil Society to ascertain the possibility of taking up their offer of a loan. £500 would be requested for a short term loan, as it was hoped to raise at least this amount at the Race Night to be held in June. If the loan could be arranged before the end of April, the insurance cover would be renewed for the beginning of May. If this was not possible, the Trustees would review the situation, with a view to delaying renewal until June.

It was proposed by Jerry Wickham

Seconded by Alex Goodwin

That a loan of £500 be requested from the Keevil Society.

3.2 Insurance – 2013-2014

Janet said that she had obtained three quotes, and the most reasonable was that from Beech Tree insurance for a premium of £390. The insurers had queried the need for Trustees' Liability, and cover for legal costs, but Paul Vingoe was of the opinion that legal costs were necessary, but it was agreed that Trustees' liability was not essential.

It was proposed by Rob Kevan

Seconded by Paul Vingoe

That the quote of £390 from Beech Tree Insurance be accepted for the year May 2013-May2014

13.4 Fund Raising – Race Night, Friday 21 June 2013.

Norman emphasised the important of encouraging people to attend the Race Night. Pat Tucker had agreed to sell the tickets, and it was agreed to charge £5, to include a finger buffet. Pat Tucker would be asked to coordinate the buffet.

13.5 Operations:

5.1 Bookings – 2013

Norman said that four bookings had been received so far – two for the 12' x 6' and two for 6' x 6'. The Marquee would also be needed for Music in the Manor.

13.6 Any other business

6.1 Magazine Donation

Rob suggested that when the Trust was in a position to do so, a donation should be made to the Parish Magazine, as an advertisement was being placed each month regarding the availability of the Marquee.

6.2 Additional equipment

Jerry suggested that a list be drawn up of additional equipment, including repairs and renewal that would be necessary over the next five years, in order that a funding plan can be established. Norman agreed to undertake this.

13.7 Date of next Meeting.

The date of the next Meeting was agreed as 10 October 2013, to be held at Forge Cottage.

Signed

Date