

MINUTES OF THE BRIDGNORTH COMMUNITY HALL

**Management Committee Meeting
held on Friday 18th March 2022 at 11 am
at The Annexe, College House**

Registered Charity No 1050804

Present:

Cllr E Marshall, Councillor C Baines MBE, Councillor N Cooper, Councillor I Wellings

In attendance:

L Jakeman, Clerk to the Trustees

1) Apologies

Mr R Whittle, Councillor A Buffey

2) Minutes

Minutes of the meeting held on 29th October 2021 were approved.

3) Management Committee Membership

Some enquiries made to groups and individuals however no firm commitments had been received. Members would continue to seek suitable and willing volunteers to join the Management Committee and be in it for the long haul,

4) Finance Statements

a) The meeting considered the financial statements as at the end of Month of February 2022. Committee members were given the opportunity to review hard copies of the Charity's bank statements. Members noted that the balance of the bank account as at 7 March 2022 stood as £28,349.36.

5) Anticipated Financial end-of-year outcome

a) At month 11 the deficit is £12k but likely to be in the region of £11k by the end of the current financial year.

6) Refund for non-provision of services 2021/2022.

Members considered the S105 order Management Agreement with the Town Council and the associated charge of £20.4k for provision of caretaking and support services.

Members recalled that they had asked the Town Council for a reduction in the charge for 2021/22 in August 2021 but the general view expressed at the Town

Council meeting was that more information was required before a waiver could be considered.

The position was now clear. The caretaker post (25 hours per week) had been vacant since 1st June and the caretaking service had been provided on an ad-hoc basis until 1st February 2022 when a new caretaker had been appointed for 18 hours per week. The Town Council had provided details of the cover hours provided during the vacancy period. Due to the lack of bookings at the hall the cover hours provided were considerably less than those provided for in the management agreement. This meant that the Town Council had saved between £5k and £6k in providing the service to the Hall (the figures are not precise as it depends on the charge out rate used)

The meeting agreed that the Chairman should write to the Town Council and ask for a rebate of £5.1K with regard to the management fee for 2021/22 as a result of the reduced level of service provided as a result of the pandemic.

7) Contract with Bridgnorth Town Council for the Provision of Service for 2022/23

Members reviewed the level of the current management fee (£20.4K) as per the agreement which states 'The review of the management agreement fee will be based on evidence of direct costs and a considered view of indirect costs.'

Members noted that the management fee had been the same for the past 2 years and were of the opinion that a 7% uplift might be reasonable on the non-caretaking element of the service of £4k (an increase to £4.28k).

With regard to the caretaking fee, the current agreement is based on 25 hours per week when in fact the new caretaking contract is now for 18 hours per week which should reduce the base cost to around £11k. There is an assumption that there would be a national pay award (that the Council has budgeted 3% for) which would raise the cost of caretaking to £11.33K. Furthermore, there was some acknowledgement that there would also be some need to pay for holiday cover (circa £1.4k)

Going forward a management fee of £17,010 is proposed. Proposed Councillor Baines, Seconded Councillor Wellings, all agreed.

8) Preparation of a budget 2022/23.

Members considered and approved the draft budget circulated ahead of the meeting.

9) Review of Fees.

Members agreed to a revised set of fees to be introduced from 1 September 2022.

Area Per hour	Residents & Regular Users	Non-resident / Commercial Hire
Whole Hall	£16.00 (from £15.00)	£21.00 (from £19.00)
Large Hall	£13.00 (from £12.00)	£18.00 (from £16.00)
Small Hall	£12.00 (from £11.00)	£17.00 (from £15.00)
Meeting Room	£11.00 (from £10.00)	£17.00 (from £15.00)
Kitchen (per session)	£10.00 (no change)	£14.00 (no change)

Note: minimum booking of 4 hours at a weekend/ bank holiday and 1.5 hours during the normal working week.

10) Date of Next Meeting.

The next meeting will be held at 11 am on Friday 22nd July 2022 at the Bridgnorth Community Hall in the meeting room.

Meeting ended at 12:10 pm.

Lee Jakeman
Clerk to the Trustees
Bridgnorth Community Hall