

BOLTON LE SANDS Village Hall / Community Centre

Registered Charity 700264

MINUTES Committee Meeting Tuesday 17th September 2024 at 7.30pm

Management Committee:

Dorothy Carruthers (Chair)
Peter Bayliss (Treasurer)
Sharman Robinson (Booking Secretary)
Ian Birnie (Secretary)
Parish Council Rep Cllr L.Leak (Apols)
c.c. Comm Centre Notice Board

In Attendance

L Belcher(Hort Soc) R.Marsden (Seq Dan)
T.Bell (PC)S.Slater (Hort Soc)L.Bailey (MU)
Apologies ; M.Ashton(Caretaker)
S Jones (Cleaner)

1. **Meeting opened** at 7.30pm and Chair, Dorothy Carruthers, welcomed everyone.
2. **Apologies** had been received as above.
3. **Minutes of the meeting** held on the 23rd January 2024 were accepted
4. **Matters arising** from previous meeting would be dealt with during the course of the meeting. Fire risk assessment, extra extinguishers would be installed. Our new cleaner was working well. It was still unclear what would happen to the council-funded disabled toilet. The external works were well under way. Some cracks had been found (due to settlement/water leak?) and had been addressed. The PC were thanked for their donation to the cost of the works. No painting would be required internally. The WI had purchased a head microphone. Some floor tiles require attention.
5. **Treasurer's Report** The Treasurer gave a detailed, analysis of the centre's current finances. (attached). The current balance was £32,207.71. The Treasurer had undertaken a detailed, in-depth analysis of water consumed at the entire site. Meters had been installed (courtesy of the PC) enabling true, accurate consumption figures which enable United Utilities to be challenged on their billing. The Packet Lane meter had been found to be inaccurate and has been removed. UU were due to fit a new one asap. The Treasurer will continue to monitor usage as metered by the centre's meter and it was hoped to get UU to refund any/all overpayments without delay. The VAT analysis on the gas and electricity had been calculated. In short it was expected that the VAT on gas would increase over the winter period. It was agreed to provide a purchasing card for the use of the secretary for procurement of goods and services for the centre. New fees for "one off" hires were discussed. These hires usually involve much greater organising by the Bookings Secretary and Treasurer. "Regular" hire fees would remain the same for 2025. Secretary proposed and L Belcher seconded that these fees be introduced from 1/1/25. All in favour. Chair thanked Peter for all his work.
6. **Booking Secretary's Report:** The external works had not affected users of the centre in any significant way. The Art Society were hoping to hold some evening sessions during the summer. Pickleball was returning and we continue to receive requests for children's parties etc. All users need to be reminded re storage of equipment and the availability of cupboards for hire.
7. **Progress of improvements** Chair gave an outline of ongoing work. It was hoped the external works would be completed in the very near future. The WI had kindly donated a piano for use in the centre. The old piano was available to anyone who wanted it at no cost. Chair reminded users to try to use and leave the centre in the state they would like to find it in, ie clean tables, stack chairs correctly! Numerous items of lost property would be held until 31st October and then any unclaimed items donated to charity. Regular users were reminded of their responsibility to inform all their members re fire drill.

Meeting dates for your diary; 28th Jan, AGM 20th May, 16th Sept 2025

- 8. M.Ashton and S.Jones were thanked for continuing to work in the building.
- 9. **AOB:** Agreed to continue with Tuesday evening meetings.
The meeting closed at 8.15 pm.

Signed.....D Carruthers (Chair)

SignedT.I.Birnie (Sec)

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WATER SUPPLIES REPORT

Beginning in the last week of January 2024 the cost of water supplies increased significantly. Various investigations were undertaken to identify the reasons for the increase without success.

The recurring problem was a lack of metering of water supplies to many of the users, after the Packet Lane meter.

In consultation with the Parish Council and their direct help in identifying the problem, both by supplying the additional metering units, and, maintaining regular contact with all those involved in the supply, it appears that the likely problem was a fault in the Packet Lane meter. The meter has been removed, but, had not been replaced up to a few days ago.

I have provided Water Plus with our internal usage data for August and have received a bill based on that data. I will probably need to do the same again for this month – September 2024.

I have lodged a claim for the refund of excess charges dated 17th August, which I have been informed is already attached to our account at Water Plus. The initial response to the claim was to supply an online form for completion of a “Burst Claim Allowance”. This requires readings from the new meter, presumably, over a several month time period.

Assuming, that there was no burst and that the meter was at fault, then I shall progress that claim on the basis that we have paid for water that wasn't supplied and not a loss due to a burst or leak. If a burst or leak then it is a different problem to resolve.

I will report further at the next committee meeting, in January.

Peter Bayliss
Treasurer BLSCC

12th September 2024.

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VAT Review Report for meeting of 17th September 2024

Reason for Review.

Historically, a VAT certificate has been signed by the Treasurer and submitted to the energy supplier claiming the reduced level of VAT at 5%. The latest update from HMRC – VAT Notice 701/19 dated November 2023, together, with a review from an ACRE document provided by Community Futures, has provided a clear basis on which the VAT certificates should be prepared and submitted.

The complete set of documents, set of calculations etc are all in my “UTILITIES VAT REVIEW 2024” report which will reside in the Archive for future reference.

I have submitted correctly prepared certificates to our current energy suppliers.

The impact upon our energy supplies will be as follows:

Electricity VAT rate.

The historical use of electricity is a monthly usage of less than 1000 kwh per month. Not an average, but, each month is treated individually.

Maintaining usage at less than 1000 kwh / month will ensure that VAT is charged at 5%.

A note for the future : a change from gas heating could increase electricity usage above 1000 kwhs / month and therefore incur VAT at the full standard rate of 20%.

Gas VAT rate

The historical use of gas is different to electricity in that for 7 months of the year the usage is below a level equivalent to 4397 Kwhrs / month for which 5% VAT will apply. The other 5 [winter] months are usually above 4397 Kwhrs / month and will attract 20% VAT.

October 2024 may be the first month where the standard VAT rate will have an impact upon costs and charges. I have not yet considered how to deal with this issue.

Water VAT rate is not energy related and fixed at zero percent.

P.D.Bayliss, Treasurer, BLSCC

BLSCC – TREASURERS REPORT: 17th September 2024

Headline:

Balance on account at 15th September was £32,207.71

An increase of £1,995.36 on the closing balance at 31st March 2024

<u>Detail:</u>	from 1st April	Last years data for Comparison
RECEIPTS:	£ 12,077	£ 11,333
Hire receipts	£ 10,322	£ 8,743
Utilities recharged	£ 1,447	£ 2,392
Contribution to cost of Public Toilet	£ 308	£ 198
Other items	£ -	£ -
PAYMENTS:	£ 10,082	£ 7,778
Cleaning/refuse disposal	£ 1,752	£ 1,559
General Maintenance / redecoration	£ 2,716	£ 667
Solar Power Installation	£ -	£ 710
PRS & PPL	£ -	£ -
Insurances	£ 1,028	£ 997
Internet Costs	£ 135	£ 135
Utilities – gross cost	£ 3,781	£ 3,374
Other costs	£ 670	£ 336

additional water metering points have been installed showing a major discrepancy between the meter in Packet Lane and the stop tap in the Community Centre starting during January 2024.

Peter Bayliss - Treasurer BLSCC

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LIST OF FEES AND CHARGES FOR HIRERS

Period from 1st January 2025

Hire of Centre - Main hall and meeting room

1. Regular and Frequent Hirers : £15.00 per hour for all hours.

2. One-off events up to 5 hours: Celebrations etc £20 per hour for up to 5 hours.

2.1 Children's parties – a minimum fee for up to 3hrs @ £60.00.

Fees for parties over 3 hours up to 5 hours @ £20.00 per hour

2.2 Other Celebrations - £20.00 per hour up to 5 hours.

2.3 Day or evening hire for all bookings over 5 hours

		Sun 6pm-Thurs	Fri – Sun 6pm
DAY hire	9am – 4pm	£180	£200
EVENING hire	6pm – midnight	£200	£240

For all one-off events the following apply:

Booking Fee of **£15.00**.

Keys to access the hall will be provided in exchange for a refundable deposit of **£25.00**.

A refundable deposit of **£50.00** on the satisfactory return of the Hall in a clean condition and in compliance with Terms & Conditions of Hire.

Note that bookings are only confirmed on receipt of full payment in advance.

Deposits returned to your bank account after the event provided T and C complied with.

BOOKING SECRETARY

Sharman Robinson

07367066918

10am – 4pm (Monday – Fridays only) blesbookings@gmail.com

Notes: If alcohol is to be brought on site and sold, you must obtain a **Temporary Events Licence** from Lancaster City Council.

The hall must be left in the condition that it was found (clean & tidy) in line with the conditions of hire the hirer is responsible. [Terms and conditions of hire apply]