

**THE MERRY BELLS MANAGEMENT COMMITTEE MEETING
ON THE 2ND May 2024
HELD IN THE COFFEE ROOM**

Present:	Mr T. Blightman	Mr I. Germain
	Mrs J. Slade	Mr J. Morrison
	Mr I. McGregor	Mrs F. Fox
	Dr J. Guy	

1. Apologies for Absence

Mrs L. Tully

2. Agree the Minutes of the Last Meeting

The Minutes were agreed as a true record.

3. Matters Arising from the Minutes

There were not matters arising.

4. Treasurers Report

Prior to **IG** reporting on the last months figures the Year Ending accounts were discussed.

Therefore the Accounts for Year Ending 2023 were agreed and duly signed.

IG thanked **TB** for his help and guidance during the year.

It was noted that the income from the Library may well continue beyond 2025 following preliminary discussions with OCC, which would be a relief to the Merry Bells.

As our reserves look quite healthy it was suggested that some movement of money should be investigated. **TB** and **IG** to investigate CCLA regarding their terms.

The Management Accounts for April 2024 showed a Total Profit/Surplus of £2,598 due to an Income of £5,641 less Expenses of £1,920, Overheads & Exceptional Expenses £728 and Depreciation of £395.

The Income was mainly due to receiving much of the Second Quarter's Rents (£4,300) and Hirings of £1,156, which remains consistent at present, with all of the Offices being occupied and Hirings being close to the recent average of c.£1,200.

Other than the 'routine' monthly Expenses there were Exceptionals including the wall repair by the car-park entrance and work carried out on Fire Security and Fire Risk Assessment, although the work in the Library will be Capitalised.

We are now four months or a third of the way through the year, which if extrapolated will mean a Forecast of a £15,400 Profit/Surplus for 2024. This is relevant, as in April 2023, we introduced the increased hire-charges for our facilities. We will therefore need to achieve this, with a full twelve months of the higher charges, as we will need to invest the surplus for 2023 plus possibly some of our Reserves in increasing Awareness through Promotions, including an improved Website, and other Developments on our AV, Kitchen and Decorating etc.

5. Maintenance Report

The Sounder and Smoke detector has been installed in the Library .

The repainting of the steps should be done as soon as the weather improves.

Still waiting for better weather regarding the Roof Slates.

An electrician will be required to supply and fit sensors in the hall.

Regarding the Barrier in the Car Park, **TB** had spoken to Toby Newman who suggested we should go ahead. This was discussed but some members of the committee thought it should be announced in the Wheatley News Letter and also at the AGM. This would highlight any objections from the community.

Again the Sound System was discussed and it would seem that this needs to be made more user friendly and **JG** volunteered to oversee what could be improved upon. **IMcG** will now place the sign near the defibrillator having ensured it still has all the necessary information displayed on it.

Fire Risk Assessment. The Fire Risk Assessment was completed by Oxford Fire Assessments and a detailed Action Plan was received and circulated.

This was discussed fully at the meeting and **IMcG** highlighted all the necessary changes that were required. **IMcG** will initiate.

6. Correspondence

Mr Heaton has requested that the chairs should now be left outside as he feels the problems seem to have been resolved.

The committee feel that they should still remain inside during the evening for the time being. **TB** to inform Mr Heaton.

7. Bookings Update

Everything seems to be going smoothly. The £200 refundable deposit was rejected by a possible hirer for a late Saturday party. This may have to be looked into for the future.

8. Monthly Calendar

As noted earlier, preliminary discussions with OCC about renewing the Library lease were positive. We need to appoint a solicitor to oversee the agreement.

Most of the terms will be as before although we will clarify that the upstairs toilet is not for the sole use of the Library and therefore should not be locked.

Discussions about the lease for the Parish Office are also progressing and WPC Finance Committee will consider the revised terms at their May meeting.

Preparations for the AGM are in hand.

9. Any Other Business

IG had prepared a proposed framework for an upgrade to the Merry Bells website, which was discussed and agreed in principle

10. Date of Next Meeting

Thursday 6th June immediately following the AGM which starts at 6.30pm.