

Lydeard St. Lawrence Village Hall Management Committee

Minutes of Meeting held on Tuesday 1st December 2020 at 19.00 - via Zoom

Present: Don Hobson, Paul Yeomans, Stephen Baines, Pauline Smith, Anna Broad, Michaela Greener, Kate Campbell and Jo Stewart.

Clare Marshall had intended to join us.

Apologies: None.

A warm welcome was extended to new Members Kate Campbell and Clare Marshall..

Minutes of the last Meeting held on 14th July 2020 were agreed. There were no matters arising.

Treasurer's Report: Steve had circulated an Interim Financial Report covering the period from January 2020 to December 2020. The Financial year ends on 31st December. The Village Hall has been closed to bookings due to the Pandemic, apart from the Outreach Post Office, since March, it therefore comes as no surprise that our income is down by £2500. Which means the Village Hall is running at loss, particularly, if you filter out the Government Grant of £10,000. Kate Campbell asked about our expenditure on consumables, which include general housekeeping items, with the addition of masks and sanitiser, which are for the use of members of the public using the Post Office.

Last years accounts have been audited. The auditor, Mary O'Flanagan, had many extra hours of work this year, and had to go back to the beginning of 2019 and more-or-less re-write the accounts. It has taken her longer than usual to put them in order and it was suggested by Steve that we should, for this one time, increase her Honorarium from £40.00 to £60.00. This was proposed by Don and seconded by Paul.

Post Office: We have had no income from the Post Office for any of this year. The outreach service has now been taken over by a new Post Master, based in Alcombe. They feel unable to pay any rent, and maintain that other venues do not demand rent. Like the previous Post Master he is slow to respond to any form of communication. It does cost the Village Hall money to facilitate this Service, lighting, heating and currently the extra provision of hand gel and masks. This is a valuable asset to the community, especially at this time of year, and with the unforeseen closure of Bishops Lydeard Post Office, there is a higher than usual demand for the Service.

It was felt that if we did nothing, it would set a precedent. It was proposed that Steve would write to the Post Master asking for a contribution to our costs. Jo and Michaela would write to the Parish Council requesting a grant to cover heating and lighting costs, estimated to cost us approximately £10.00 per session.

Any Other Business: Pauline has checked the First Aid Box and also checked on the supply of Hand sanitiser and Masks. All are up to date.

Don has managed to have the car that had been parked in the Car Park, for a very long time, removed. Congratulations were offered. Correction to the previous Minutes: The name of our cleaner is Linsey Attree, as she is a registered key holder I have included her email address : linseydunning@gmail.com

No date was set for the next meeting.

Meeting closed at 19.40.

Watchet Post Office

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Mr Stephen Baines
Treasurer, Village Hall Management Committee
Pond House
Lydeard St Lawrence
Somerset
TA24 3SE

21 October 2020

Dear Mr Baines

Hosted Post Office Service in Lydeard St Lawrence Village Hall

Thank you for your recent communications regarding the Lydeard St Lawrence Village Hall. You state that there are outstanding invoices:

- Invoice 35/2020, dated 31 March 2020

This invoice falls under your agreement with Mr Haque, the previous sub-postmaster. Please direct your request for payment of this invoice to him.

- Invoice 2020/107, dated 12 August 2020.

Firstly, we took over on 20th July 2020, so the first third (approximately) of your invoice would again fall to Mr Haque, please direct your request for payment of this part of the invoice to him.

As for the latter part of invoice 107, and indeed invoice 2020/111, dated 19 October 2020 – at no point has any lease/hire agreement been signed between our organisation and Lydeard St Lawrence Village Hall. We provide an Outreach Post Office as a service to the Lydeard St Lawrence community and it is my belief that it would be reasonable to ask that the village hall provide an operating location free of charge, as do the other communities we provide this service to.

Unfortunately, the remuneration provided by Post Office Ltd is only sufficient to pay our staff member's wages and travelling costs for the Outreach Service and to be asked to pay rent would mean operating the service at a loss – I'm sure you would agree this would be untenable for any business to do.

Hopefully, we will be able to come to an agreement in order to continue providing the Outreach Post Office Service to Lydeard St Lawrence.

Yours sincerely



Mark Littlefield
Director

Watchet Post Office is a trading name of Richards Littlefield & Booker Ltd
Company Number: 12770168 (Registered in England and Wales)
Registered Office: 26-27 Swain Street, Watchet, Somerset TA23 0AD

Interrim financial report Jan-Dec 2020

30.11.20

Total receipts		13302.70
Parking & garages	1648.50	
Hall hire	1047.00	
Coffee shop	82.00	
Grants	10500.00	
Other	25.20	
Total expenditure		4036.93
Cleaner & gardener	1218.00	
Building maintenance	1473.53	
Electricity & water	747.57	
Consumables	247.87	
Other purchases	349.96	
Balance Lloyds Bank 30/11/20		18411.44
Balance Scottish Widows 17/01/20		24987.36