

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 13th April 2015 at 7.45pm

The Chairman welcomed the new committee

- 1- **Present** : Mr D Pattison (Chairman) Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary) Mr G Hyde, Mrs A Cooper, Mrs Lynne Lacey (Treasurer) Mrs, R Smith, Mrs J Perry, Mrs J Thorne
- 2- **Apologies**: Mrs M Jamison, Mr S Newman. Mrs D Green, Mr J Cannon.
- 3- **Confirmation of Management Committee** – 6 members Elected at AGM (See Minutes) User Group Reps. Names are noted in AGM Minutes
- 4- Confirmation of Co-opted Trustees - Mrs A Cooper
- 5- Mr Pattison had indicated that he did not wish to stand for re-election as chairman. Mr G Hyde was proposed as chairman by Mr Pattison and seconded by Mr J Palmer. Mr Hyde was then elected unanimously by the Committee.
- 6- Mr Hyde proposed that Mr Palmer be re-elected as Vice Chairman. This was unanimously agreed by all present.
- 7- The following committee members were appointed to the following positions.
Treasurer, Mrs L Lacey – Secretary, Mrs C Jones – Booking Secretary, Mrs D Green
- 8- The following committee members were nominated as H&S Representatives, Mr J Palmer and Mr G Hyde. Fund Raising, Mrs R Smith. Doctors Liaison Mr J Palmer and Mr G Hyde
- 9- All Trustees Present signed the Trustees Responsibility Document Trustees who were absent would sign at the first available opportunity.
- 10- The Constitution was accepted by all Trustees present. It was noted that there had been no amendments
- 11 And 12 The Policy Documents. It was agreed that with the appointment of a new Chairman all Policy Documents would be reviewed and re-issued to ensure that they were up-to-date and correct.

13 Expenses of Office –

The following Expenses of Office were agreed. Treasurer £90pa, Chairman £60pa, Vice Chairman £60pa Secretary £60pa Booking Secretary £120pa
These proposals were unanimously accepted by all Trustees present.
It was noted that these payments were NOT retrospective .

14. Minutes of The last Meeting held Monday 9th March 2015

The new chairman began the meeting by thanking Mr Pattison for all his hard during his tenure of office as chairman. Mr Hyde also thanked Mr Pattison for agreeing to remain on the committee saying that the committee would not have wished to loose Mr Pattison's knowledge and expertise.

The minutes of the meeting held on Monday 9th March had been circulated.

The minutes were proposed as a true record by Mrs R Smith seconded by Mr J Palmer and signed by The Chairman Mr G Hyde.

14 Matters Arising – All items dealt with as Agenda items

15 Secretaries Update.

All items dealt with on the Agenda

16.. Minor Maintenance

- a) Secure Sound Limiter. – This item was still in hand
- b) The Hot Water Boiler in the Kitchen had been found to be leaking. The Boiler from the MFL had been moved to The Kitchen. It was agreed to purchase a new boiler for the MFL (this would act as a reserve should the boiler in the kitchen fail) It was also agreed to purchase a filter for the boiler. Total cost for these items £431 – the Committee approved this expenditure. John Palmer agreed to arrange the purchase
- c) A new toilet cistern had been purchased for the “doctor’s” toilet. It had not been possible to repair the old one. – The cost was £55.
- d) The work on the roof over the Doctors had been completed. This was an emergency repair necessitated by the roof leaking. Item to be removed from agenda
- e) David Pattison reported that the shelf in the middle cupboard in the kitchen had collapsed. He agreed to effect the repair.

17. Treasurers Report.

The financial report for the period ending February 2015 was presented to the committee for acceptance. It was noted that there had been a deficit of £23 in February, although the treasurer reported that there had been a slight increase in future bookings.

There being no questions Mrs Smith proposed acceptance of the accounts this was seconded by Mrs A Cooper. The Accounts were then signed by The Chairman Mr G Hyde.

18. Booking Secretary’s Report

The Report was discussed.

Alcohol Licences were approved for 19th Sept – Parish Council Summer Ball and 21st November -Cricket Club Ball.

Debi will inform users of the closure dates in August (15.1/17th August)whilst the work on the new storage system is completed.

19. Doctors Liaison

A letter had been received from The Land Registry. This would be checked out and The Chairman would report back to the next meeting

20 Health and Safety.

- a) Laminate Surface kitchen.
The surface in the kitchen had further deteriorated following the leak from the boiler. The Committee agreed that the remedial work should take place and that a stainless steel plate should be installed over the worn part as the cost of replacing the whole work surface was prohibitive. Cost of steel was quoted as £75 plus fitting.
John Palmer to progress
- b) It was noted that the first aid boxes had been replenished and the inventory checked but it still required a full costing
- c) The annual H&S Audit would be undertaken in June

21. Correspondence

As per Agenda

Garry reported that the grant application to Staffordshire County Council had been successful and we had been awarded up £1k. There were conditions attached to the grant which the chairman would monitor

22. Upgrades and Refurbishments- Foyer Upgrade

- a. **Flooring** – It was noted that some remedial work was required this would be completed on Friday 17th April
- b. **Coffee Morning** – Discussion took place regarding The Coffee Morning. Committee members agreed to support the event by attending and/or baking cakes.

23. Essential Major Maintenance.

Updated list had been circulated. There were no questions

24 - Finance Sub Committee –

Membership was agreed as: - Garry, John Palmer, Debi, Chris, David Pattison, and David Taylor a co-opted member.

The next meeting will be mid June – date to be finalised.

25. Purchase Logo Sign.

Still awaiting costings

26 – Storage Facilities

It had been agreed that the hall would be closed on the 15/16/17th August to allow the work to go ahead.

27. Changes to Key Holder procedures.

This item was still under consideration. It was agreed to contact a local resident to see if they would be willing to take on this duty

28. Community Council membership.

It was agreed to continue with the membership Lynne to arrange payment.

29. Country Side Fair

The Committee agreed that The Hall should take a stall at the countryside fair, the application would be completed and consideration would then be given as to how we would use the pitch.

30. Any Other Business

a)Mr Palmer asked User reps to find out if their groups were willing to pay to have laminated signs on their notice boards.. This would add conformity to the notice board area. User Reps to note

b)It was noted that there would be a need to update the notice board with the new chairman's name. It was suggested that John Cannon may be able to assist given that the Parish Council notice board had recently been updated.

c)A suggestion had been put forward that a street sign identifying the location of the Village Hall could be of benefit. David Pattison agree to contact LDC to confirm the regulations
Cheque Signatories – It was noted for the records that following Mr Hyde's election to the post of chairman Chairman he would be added to the list of cheque signatories and Mr D Pattison removed from the list.

The Signatories list was confirmed as

Mr G Hyde – Chair Mr J Palmer – Vice Chairman Mrs L Lacey – Treasurer Mrs R Smith – Elected Trustee

31. Date of Next Meeting – Monday 11th 2015 7.45pm