

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 11th April 2016 at 7.45pm

The Chairman welcomed the new committee

- 1- **Present** : Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary) Mr D Pattison, Mrs A Cooper, Mrs Lynne Lacey (Treasurer) Mrs, R Smith, Mrs J Perry, Mrs J Thorne, Mr S Newman, Mrs D Green, Mrs M Stewardson, Mr P Stewardson, Mrs S Walton
- 2- **Apologies:** Mrs H Davies
Observer Miss A Szczerba
- 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, Mrs P Stewardson, Mr M Stewardson.
- 5- Mr G Hyde was proposed as chairman by Mrs R Smith seconded by Mrs D Green and elected unanimously by the Committee, he then resumed the chair.
- 6- Mr Hyde proposed that Mr Palmer be re-elected as Vice Chairman, Mr Pattison seconded this. Mr Palmer was unanimously elected 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, Mrs P Stewardson and Mr M Stewardson - 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 an amendment re expenses of office had been agreed by the Trustees at a previous meeting.
- 11 And 12 The Policy Documents. The Trustees accepted the amended Policy and H&S Policy Documents.
- 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.
- 14. Minutes of The last Meeting held Monday 14th March 2016.**
The following amendments were noted, date, of meeting in heading should read 14th March
Para 3 date should read 10th February. For clarity it is noted that all other details are correct only these dates require amending
The minutes with these amendments were proposed as true record by Mr J Palmer, seconded by Mr D Pattison and signed by Mr G Hyde Chairman.

15 Matters Arising – Yellow Crockery

Mr Hyde reported that he had removed all the yellow cups and saucers for use by The WWC. Mrs Lacey reported that she had not received any response to her offer of crockery from the Cricket Club, but would chase it up

David was asked to look at repairing the broken cupboard shelf under the water boiler. This he agreed to do

It was agreed that once all spare crockery had been removed a small group of would meet to re-arrange the storage

16 Secretary's Update – All Items dealt with on Agenda

17. Minor Maintenance

- a) Boiler – Maintenance Contract – Mrs Palmer to obtain costings for setting up and annual boiler contract.
- b) Water Boiler MFL – Following the failure of the last boiler a new hot water boiler had been fitted. Lynne was asked to put a note on regular users invoices informing them of the facility

18. Treasurers Report.

The financial report for the period ending Feb 2016 was presented to the committee. There being no questions these were accepted by the committee and signed by Garry Hyde (Chairman)

The Committee agreed that £5k should be transferred to The NS&I account.

It was reported that the hall had signed a new 24 month internet contract with BT which appeared to show some savings

19. Booking Secretary's Report

The Report was discussed there were no alcohol applications

20 Doctors Liaison

Nothing to report

21 Health and Safety.

- a) Fire Exit Sign MFL Lobby – Complete – Remove from Agenda
- b) Emergency Key MFL Lobby – In hand Garry to complete
- c) Emergency Lighting Storage area– This was agreed – John Palmer to progress
- d) Sanitary Disposal Facilities. – Garry to make enquiries and obtain further costings
- e) Emergency Lighting on stage – This was agreed- John Palmer to progress

John reported that again we had ants in the kitchen. Lynne was asked to put a note on regular users invoices asking that sugar be kept in sealed containers

John Palmer also reported that he now had a register to record the testing of the emergency lighting.

22. Correspondence

As per Agenda

23. Essential Major Maintenance.

Updated list to be circulated

24 - Finance Sub Committee –

Date of meeting to be set in May – Garry to provide Lynne with dates

25. Street Signs . No update – David to chase.

26 – Project 9/2016 – Purchase of Round Tables

We expect to take delivery of the tables on Friday 15th April- A letter to be sent to The Parish Council thanking them for the grant and including a copy of the invoice.

27. Commemoration Mrs Jamison

The silver birch tree had been planted . David agreed to get a simple plaque to place in front of the tree.

Steve and David were asked to obtain costings and details for an OHP system and screen in the hall.

28. User Group Reports

WI – Jackie reported that one of their members had caught her clothing on a rough edge in the kitchen The Wi had held a successful Quiz Night which had been well supported.

WWC – Nothing

Bridge Club – Nothing

Flower Club – Nothing

Whittington Players – Nothing

29. Buddy User Groups Reports

The Craft Club had apologised for the needles being found on the floor, saying they would take greater care in future.

30 Hallmark 3 – Update

Meeting to be arranged –

31. Replacement Plaque

Replacement plaque for Les' bench had been ordered,

32. Hedge Cutting

Work had been completed – Item to be removed from Agenda

33. Coffee Morning

Rosemary had arrangements in hand – Members had promised cakes and pies. Rosemary would bring tea, coffee and sugar.

Village Hall were on hand 10am – 12.00 noon WFEg were staying until 13.30

34. Countryside Fair

It was agreed that The Village Hall should have a pitch at The Countryside Fair

It was agreed that we should place the same advert in the programme (cost £30)

As requested Garry agreed to volunteer his services on the gate as the halls contribution

David Pattison agreed to attend the meeting as the hall's representative. He had agreed to help with car parking duties.

35. Committee meal Out

Due to committee members being busy at the present time it was decide not to take this forward,

36. Any Other Business

The Chairman thanked David and John for their help in clearing out the Village Hall shed.

This gave room to move spare steel cupboards into the shed . The cupboards had been offered to The History Society

The Chairman asked that Publicity be a standing Agenda Item

37. Date of Next Meeting - Monday 9th May 2016 7.45pm