

## Whittington Village Hall

### Minutes of Meeting of Management Trustees

Held Monday 10th April 2017 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 J Perry, Mrs J Thorne, Mr S Newman, Mrs M Stewardson, Mr P Stewardson, Mrs S Walton Mrs H Davies.
- 2- **Apologies**: Mrs D Green Mrs, R Smith.
- 3- **Confirmation of Management Committee** – 6 members - Elected at AGM (See AGM 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 Palmer took the chair and proposed that Mr Hyde be re-elected as Chairman Mr G Hyde was proposed as chairman by Mr S Newman seconded by Mrs H Davies 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, Mrs c Jones 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.
- 11 **And 12** The Policy Documents. The Trustees accepted Policy Documents with the following amendments. A) amendment Finance Policy re payment within 30 days, b) New Policy re Parental Control Wi-fi c) Additional Conditions of Hire re sale and supply of alcohol. Following acceptance, the policy documents would be signed on behalf of the new committee by the chairman.
- 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 13<sup>th</sup> March 2017**  
The minutes of the meeting had been circulated. They were proposed as a true record by Mrs S Walton seconded by Mrs J Thorpe and signed by the chairman Mr G Hyde.
- 15 **Matters Arising** –  
All matters had been dealt with. The Hiring Agreement had been amended to reflect the changes to the use of Bouncy Castles.

The Mercia Children's Group had been requested not to access the hall prior to their booked time

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

**17. Minor Maintenance**

The broken light switch in the gent's toilets had been repaired

The WI Picture had been put up in the main hall.

It was noted that one of the windows in the MFL was steamed up. It was agreed that this repair should be added to the refurb list for the MFL

It was noted that the curtains on the rear of the stage required repairing. David and Lynne agreed to consult to agree a suitable time to effect the repair

A cistern in the gents toilets requires repairing.

The option of gates on the car park to close of the car park would be looked into

**18. Treasurers Report.**

The financial report for the period ending Feb 2017 was presented to the committee. There being no questions these were accepted by the committee and signed by Garry Hyde (Chairman)

**19. Booking Secretary's Report**

The Report was discussed

An Application for an alcohol licence had been received from Whittington Players for the 16/17<sup>th</sup> June This was approved.

The application for a non sale alcohol licence on the 23rd July was approved.

**20 Doctors Liaison**

a) Lease renewal. Garry had written to Steve Cowley re arranging a meeting to discuss the lease renewal.

b) A letter of complaint had been received from the doctor's surgery re the noise levels from the Zumba classes. Garry agreed to discuss/write to Glynn with a view to attempting to resolve the issue

**21 Health and Safety.**

H&S Policy would be reviewed by the new committee.

**22. Correspondence**

Complaint re parking Langton Crescent. An email had been received ref parking in Langton Crescent when large events/partied were being held in the hall. User Reps were asked to ensure that where possible cars were parked considerately, Garry would reply to the complainant from Langton Crescent.

Users who hold large events would be asked to ensure that parking is done considerately.

The Booking form to be amended to reflect the need to park considerately

**23. Essential Major Maintenance.**

Updated list had been circulated. Replacement window unit in the MFL would be added to the list

**24. Finance Sub Committee – Date to be set for June 2017**

**25. User Group Reports.**

Helen Davies reported that she had informed the Flower Club Committee on the difficulties with regards to parking.

**26 – Buddy User Group reports.**

An email had been received expressing concern that children were not always properly supervised whilst the toys from the Toddlers Group were being put away. Garry agreed to speak with the group and the sender of the email.

Megan Barr had reported that when arriving on Thursday afternoons for her craft session the MFL was not always properly locked. Garry agreed to contact the relevant users

**27. Publicity Group.** It was noted that the Open Day was on Saturday 15<sup>th</sup> April. Committee members were asked to attend and assist if possible. Cakes and raffle prizes would be appreciated.

**28. Grant Funding MFL**

An application had been submitted to Screwfix for funding towards the replacement door in the MFL. A result on the application would be due end of May.

The Committee agreed to accept the lower quote for the decorating of the MFL. Both tender applicants would be informed. Timings and dates would be fixed once a decision on the new door funding had been received.

**29 Further Grant Funding Options**

Options for other funding would be considered once a decision had been received from Screwfix.

**30 Planters.**

The Council had given permission for planters to be placed each side of the bench on Parish Council Land. June agreed to arrange the purchase of the planters and flowers up to a total of £90

It was agreed that costing should be obtained for the proposed wall planters which would be located on each side of the front door.

**31. Countryside Fair.**

Following discussion, it was decided that the Village Hall would NOT take up the option of a pitch at the Countryside Fair.

However, it was agreed that the Village Hall would take a larger advert in the Countryside Fair Programme. Organisers would be informed

**32. Hall Anniversary.**

It was noted that the hall had been open 50years this year. (1<sup>st</sup> July 1967) It was felt that it would be nice to celebrate this anniversary in some way. The item would be on the next Agenda and committee members were asked to give it some thought

**33 Any Other Business**

None

**34. Date of Next Meeting - Monday 9<sup>th</sup> May 2016 7.45pm**

**NB Elections are due to be held on Thursday May 4<sup>th</sup>.**