

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 8th December at 7.45pm

- 1- **Present:** Mr. D Pattison, (Chairman) Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs L Lacey (Treasurer), Mrs D Green, Mrs R Smith, Mrs A Cooper, Mr G Hyde. Mrs J Perry. Mr S Newman, Mrs B Taylor.
- 2- **Apologies:** Mrs M Jamison, Mrs P Hamilton, Mr J Cannon.
- 3- **Minutes of Last Meeting held Monday 10th November 2014**
The minutes had been circulated; they were proposed as a true record by Mr J Palmer seconded by Mrs R Smith and signed by Mr D Pattison (Chairman).
- 4- **Matters Arising. – None**
- 5- **Secretary's Update.**
All items dealt with as Agenda Items
- 6 **Minor Maintenance.**
Mr Palmer reported that the sound system and sound limiter appeared to have been tampered with. They had both been re-set and Mr Palmer and Mr Pattison were looking at means of securing them to make them tamper proof.
Mr Palmer reported that the boiler had been checked and the pressure system adjusted.
Mr Palmer reported that a new vacuum cleaner had been purchased
Mr Newman reported that there were gaps in the top windows. It was suggested that this fault could be remedied with expanding foam.
7. **Treasurer's Report.**
The Treasurer presented the accounts for the 10 months to the end of October. There being no questions acceptance of the report was proposed by Mrs Smith and seconded by Mrs Cooper.
Mrs Lacey reported that she was experiencing difficulties with the Sage Accounting System. She had made several enquiries but was not able to resolve the problem. Sage had advised that we take out a support package which would also include providing any new releases. The Committee unanimously agreed the purchase of the support package.
8. **Booking Secretary's Report**
The Booking Secretary's report was discussed.
An Alcohol Licence was approved for the wedding on the 4th July 2015
It was agreed that the cleaner could come into the hall on New Year's Eve and New Year's Day to clean and polish the wooden floor.
9. **Doctors' Liaison**
Nothing to report

10. Health and Safety.

- a) Kitchen – It was noted that the laminate surface in the kitchen adjacent to the water boiler was lifting and required attention. This was not considered to be urgent but a note would be kept on file for consideration when other work was being complete

11. Correspondence

As per Agenda.

12. Upgrades and Refurbishments- Foyer Upgrade.

- a) Replacement Double Doors. These were due to be fitted on Tuesday 9th December
- b) Replacement flooring – Quotes obtained; work would commence once doors had been fitted.
- c) Decorating – This would be completed over three days. 5/6/7th January 2015. During this time access to the main hall would be through the side doors. Signs would be put up to this effect.
Mr Palmer, Mrs Lacey, Mr Hyde and Mrs Jones were authorised to select the colours.
- d) It was agreed that a coffee morning would be arranged once all the work in the foyer had been completed.

13. Essential Major Maintenance.

Nothing further to add. The list for 2015 would be circulated in January

14 - Finance Sub Committee –

Nothing further to add.

15. Parish Council Grant.

It was agreed that a bid should be put forward for £750 towards the cost of the new storage facilities. Mrs Smith agreed to action

16. Carols Round the Tree.

Final arrangements were agreed

Mr Hyde would arrange purchase of mince pies, serviettes, and plastic cups.

Mr Palmer would arrange for the “liquid refreshments” including suitable drinks for the children

Mrs Smith agreed to bring the black plastic bags.

17 Purchase and Siting of Logo

Mr Cannon had made contact with the District Council Conservation Officer to obtain a ruling on the siting of the proposed logo.

It was agreed that the Officer would be invited to the hall to discuss the siting/size etc of the proposed Logo. Mrs Palmer and Mr Pattison agreed to progress this

18. New Storage Facilities – Main Hall

Mr Hyde reported that he had completed the Staffordshire Community Council Grant Application.

It was noted that if successful this grant and that of The Parish Council would not become available until April 2015.

19. Christmas Decorations

It was agreed that these would be taken down on Saturday 3rd January 09.00 am. The foyer

would also be cleared at the same time in preparation for the decorating.

20 PRS/PPL Annual Return

The return had been completed and would be forwarded to the licensing authority. .

21. Hearing Loop.

This had been checked out and it had been found that there were “black spots” in certain parts of the hall. User reps were advised where visitors should sit to obtain the best reception

22 Any Other Business

None

26 Date of Next Meeting – 12th January 2015