

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 9th February 2015 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 B Taylor, Mrs J Perry
- 2- **Apologies:** Mrs M Jamison, Mrs P Hamilton, Mr J Cannon, Mr S Newman
- 3- **Minutes of Last Meeting held Monday 12th January 2015**

The minutes had been circulated; they were proposed as a true record by Mr G Hyde seconded by Mr J Palmer and signed by Mr D Pattison (Chairman).
- 4- **Matters Arising.**

None
- 5- **Secretary's Update.**

Mrs Jones reported that Staffordshire Community Council had been awarded funding for a further 12 months.
- 6 **Minor Maintenance.**
 - a) David Pattison reported that a hasp and staple with a coded padlock had been fitted to the sound box to prevent any tampering. The situation would be monitored for a further month. It was noted that the sound limiter also required a lock (to prevent any tampering) David Pattison agreed to arrange for one to be fitted. The situation would again be monitored for a further month.
 - b) Gaps round Windows. – David had effected the repairs. Item to be removed from agenda
 - c) Lettering on Village Hall sign. A quote had been received for a replacement sign. The Committee felt that the original sign should have lasted longer. It was agreed that the secretary should write to the company expressing our disappointment in the standard of work before any further action regarding a replacement was taken

It was noted that the hedge at the rear of the property had been cut, Mr Russell who's property shared the hedge had expressed his thanks. .
7. **Treasurer's Report.**

The Treasurer presented the accounts for the 12 months to the end of December 2014. It was noted that there was an overall surplus for 2014 of £2259 but that lettings for the 4th quarter of the year were £1000 down against budget and £750 Parish Council grant which was available as income has been carried forward to 2015. There being no questions acceptance of the report was proposed by Mr G Hyde and seconded by Mrs Smith

Mrs Lacey reported that the end of year accounts would be passed to the auditor for auditing and signing off.

It was agreed that financial records should be retained for 6years plus the current year making a total of 7 years.

It was agreed that the lease should be retained at the bank. Arrangements would be put in hand.

8. Booking Secretary's Report

The Booking Secretary's report was discussed.

There were no applications for alcohol.

9. Doctors' Liaison

Nothing to report

It was noted that the external wiring had been tidied up.

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 list

12. Upgrades and Refurbishments- Foyer Upgrade.

- a) Replacement Double Doors. Door retainers had been fitted to new double doors
Stainless Steel cover had been fitted to fire door retainer on kitchen door.
- b) Replacement flooring – new Flooring had been laid. Item would now be removed from agenda
- c) It was agreed that a coffee morning would be arranged once all the work in the foyer had been completed.
- d) Outstanding Items – Furniture etc. Meeting of Foyer Committee would be called to finalise choice options

13. Essential Major Maintenance.

The list for 2014 had been finalised and would be circulated with minutes.

The List for 2015 updated and circulated with minutes.

14 - Finance Sub Committee –

A meeting would be arranged in the middle of the year. To remain on the agenda as an aide memoire.

15. Purchase and Siting of Logo

A quote had been obtained for the Logo. It was agreed to add this work to the remit of The Foyer/Storage subcommittee who would look at the options and the process.

Given the likely cost it was agreed to add this to the 2015 Refurbishment List

16 New Storage Facilities – Main Hall

Grant funding still awaited.

It was agreed that The Foyer Sub Committee would take over the storage project .

17. New Notice Boards MFL

One of the notice boards from the foyer had been re-sited into The MFL. To be removed from agenda

18. Changed to Keyholder system.

It was agreed to set up a small working group to look at options.

Garry/Chris/John Palmer/David Pattison and Lynne agreed to set on this group

19. Any Other Business

David reported that there were marks on the wall where cellotape had removed that paint

Lynne agree to look for the paint

David reported that he had spoken with Steve Stack reference any changes required to bring the kitchen up to date. Steve felt that replacement sink(s) and a stainless steel prep area was probably all that was required. This work would be put on the BR 2015 list for consideration as monies became available

Repairs to the curtain rail were in hand

It was agreed that the keys to the lockable notice boards would be retained by the Committee.

20. Date of Next Meeting – 9th March 2015