

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 8th February 2016 at 7.45.

- 1- **Present** : Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs A Cooper, Mrs L Lacey (Treasurer), Mrs D Green, , Mrs R Smith, Mrs J Perry, Mr. D Pattison, Mr M Stewardson, Mrs P Stewardson.
- 2- **Apologies**: Mr J Cannon, Mrs H Davies, Mr S Newman , Mrs J Thorne.
- 3- **Minutes of Meetings held Monday 11th January 2016**
It was noted that para 16 should read SCC (Staffordshire County Council) and not LDC. With this amendment the minutes were proposed as a true record by Mrs Smith and seconded by Mrs D Green.
- 4- **Matters Arising**
None
- 5- **Secretary's Update**
All items dealt with as Agenda Items.
- 6- **Minor Maintenance.**
 - a) Treads on Stairs. Work had been completed. Item to be removed from the agenda.
 - b) Boiler Maintenance – Work to be completed Monday 15th January 2016.
 - c) Possible Boiler Maintenance contract. This had still to be looked at. .
 - d) Maintenance for Fire Alarm due to take place Monday 15th January 2016.
 - e) Replacement Exit Door MFL. This item is now on BR/Maintenance List for 2016.

Ladies toilets had been found to be leaking. John and David had repaired the leak.
The leak in the men's toilet had also been repaired.
David Pattison and John Palmer were looking at alternative bulbs for the stage lighting
- 7- **Treasurer's Report**
The financial reports for the period ending 31st December 2016 were circulated. It was noted that the surplus for the year was £4384.
Lynne reported that the accounts had been submitted for auditing.
It was also noted that The Step Forward Group had as they had requested been invoiced for 6 months hire charges.
There being no further question the accounts were proposed for acceptance by Mr John Palmer, seconded by Mr David Pattison and signed by Mr Hyde (Chairman)
The Chairman reported that an amendment had been made to the Hall's Financial Policy clarifying the issue of reimbursement of expenses to officers of the committee.
It had been agreed that the Thursday Night Yoga Club should not be charged for the session which had been disrupted by the on-going work in The MFL
- 8- **Booking Secretary's Report**
The Report which had been previously circulated was discussed.
An application for an alcohol licence had been received from the scouts for their black tie ball 19th March 2016 this was approved.

It was noted that a new regular yoga booking would commence in the MFL on the 27th February. 2016

Contact had been made with the publishers of the church magazine requesting corrections to committee member's details.

9- Doctors' Liaison

There were no issues at the present time.

It was noted that discussion regarding the lease for the surgery would be placed on the agenda in January 2017

10- Health and Safety.

a) It was noted that Mr & Mrs Stewardson had along with the chairman had reviewed the H&S Policies. Verbal feedback was presented to the committee.

b) First Aid Boxes have been checked. – Mrs Smith agreed to look for replacement First Aid Boxes.

11. Correspondence

As per Agenda

Email from Lynne Lacey suggesting that a trolley be placed at the rear of the hall next to the chairs to encourage hall users to use it when moving the chairs would be trialled.

12. Upgrades and Refurbishments- Storage Facilities

Work on The Storage Facility was now complete.

It was agreed that users of the storage facilities would be required to sign an agreement. The terms and conditions were agreed by all committee members. A copy of these would be held on file

It was agreed that the village hall would purchase the necessary pad-locks each of which would have 2 keys (one to be retained by the village hall). It would be the responsibility for users to purchase any additional keys.

It was agreed that it would be the responsibility of users to install any additional shelving. Once allocated the cupboards would be numbered and a record of users kept.

13. Essential Major Maintenance

The list for 2016 had been circulated. This reflected the proposed projects for 2016
BR list 2016 Item 10/2016 had been completed.

14. Finance Sub Committee

A date would be set in May for this committee to meet to consider hiring charges.

15. Street Signs.

Mr Pattison had forwarded the necessary documentation to SCC. He agreed to progress the application.

16. Project 9/2016 - Purchase Round Tables.

It was agreed that 12 x 5ft round tables would be purchased plus 2 trolleys. Height of tables would be the same as the current tables. A decision regarding purchase would be made once information on our Parish Council Grant Application was received.

17. Grant Applications –

Response from Parish Council expected February/March

18. Commemoration to Mrs Jamison

Mr Pattison agreed to erect the plaque in the main hall.

The Committee agreed that a Silver Birch Tree would be purchased (cost approx. £50) The tree

would be placed in the corner by the fence. Rosemary agreed to arrange the purchase
It was agreed that the proposal for replacement crockery be retained on the agenda.

19. User Group Liaison

Reports were received from the following groups.

WI – Mrs Perry again asked if the Loop was working as one of the WI members was experiencing difficulties. A members of the committee, who wears hearing aids suggested that perhaps the aid was not set up properly. It should also be noted that the loop is only effective when the person speaking is using one of the halls microphones.

Parish Council – A decision on grant applications would be made in February.

20. Buddy Group

The list for proposed “Buddies” would be circulated. It was not intended that nominated buddies would make weekly contact with users but rather be there as a conduit to take information to and bring information from their groups to the committee.

21. Hallmark 3

A date of the 15th February 2016 in The MFL was set for the inaugural meeting.

22. Replacement Plaque

Mr Pattison was awaiting a quote for this work.

23. Hedge Cutting

Mrs Smith had instructed Barry Horton to undertake this work. She would monitor the progress

24. Coffee Morning.

April 16th - 10am-12noon was set as the time and date for the coffee morning.

Rosemary agreed to organise the event

25. Any Other Business.

Crockery – Rosemary and Lynne agreed to count and re-organise if necessary the crockery in the kitchen.

26. Date of Next Meeting – 7.45 - 14th March 2016

Mrs Smith offered her apologies for this meeting