

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 13th February 2017 at 7.45pm

- 1- **Present:** Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs Lynne Lacey (Treasurer), Mr S Newman, Mrs D Green (Booking Secretary), Mrs H Davies, Mrs A Cooper, Mr M Stewardson, Mrs J Thorne, Mrs R Smith, Mrs P Stewardson, Mr D Pattison, Mrs S Walton.
- 2- **Apologies:** Mrs J Perry.
- 3- **Minutes of last Meeting held 9th January 2017**
The minutes were proposed as a true record by Mrs J Thorne seconded by Mrs R Smith and signed by Mr G Hyde (Chairman).
4. **Matters Arising**
Rosemary and Helen had provided spare cutlery to the hall. We were now up to full complement.
5. **Secretary's Update** – All Items dealt with on Agenda
6. **Minor Maintenance**
Fault in Gents urinals had been repaired. It was agreed to use Channel Blocks.
All the Florescent Lights in main hall had been replaced
It was noted that the filter on the boiler in the kitchen required replacing
David Pattison reported that he had replaced on of the heat/lights in the heated trolley.
A light had been fitted above the door of the new shed.
7. **Treasurers Report.**
The financial report for the end of the year (December 2016) was presented to the committee. There being no questions the reports were accepted by the committee.
Mr. Hyde (chairman) signed the report.
It was noted that the end of year accounts had been forwarded to The Auditor and would be available at the March meeting.
Lynne reported that she had set up the contract for the boiler maintenance, it was found to be more economical to pay monthly rather than annually. The contract would commence on 26th February.
The Committee agreed that the cautionary fee paid by the Swimming Group would be retained to cover the cost of carpet cleaning. It was agreed that to maintain clarity Lynne would write to the person responsible for booking the hall informing of The Committees decision.
Lynne reported that HSBC were withdrawing the Safe Keeping Service. Lynne agreed to check what documents were being held and report back to the committee.
It was noted that the changes to SSWC would not affect the provision of our water.
8. **Booking Secretary's Report**
The Report which had been distributed was discussed.
Requests for Alcohol Licences were approved.
Request for no fee alcohol licences were also approved.

It was agreed that The Parish Council could have use of the MFL on 1st April to provide Tea and Coffee following the planned Litter Picking exercise.

9. Doctors Liaison

It was noted that the lease on the doctor's surgery expired in 2019. Contact would be made with the surgery with a view to processing details on the lease renewal.

10. Health and Safety.

Nothing to report.

11. Correspondence

As per Agenda

The Secretary agreed to forward the Staffordshire Diary to Sue Walton to add any additional events

A letter had been received from Jenny Gray asking if the Village Hall wished to be involved in providing a flower arrangement to be placed in the church for the Flower Festival which would be held on 8th and 9th July. Following discussion Helen Davis agreed to provide the flower arrangement. The Chairman indicated that the hall would make payment to cover any expenses. Chris would respond to Jenny Gray

12. Essential Major Maintenance.

The BR list for year ending December 2016 had been circulated.

13 - Finance Sub Committee –

Having set the budget. The Finance Committee would meet in mid 2017 to monitor progress.

14. User Group Reports

Flower Club – Nothing to report

Craft Club had asked if it was possible for the Hall to provide mugs for use in the MFL. The chairman responded that unfortunately the hall was not able to provide mugs but there was no objection to the Craft Club purchasing mugs for their own use and keeping them in their storage cupboard.

WI The Chairman noted that the WI were hosting a quiz night in April

WC – Nothing to report

Bridge Club - Nothing to Report

Parish Council – Nothing to report

Whittington Players – The Players were putting on a production on the 17/18th March – tickets were available. David reported that the curtains in which had come down would be repaired.

15. Buddy -User Group Reports

Nothing to report

16. Publicity group. - Meeting had been held on 26th January. Report from the meeting is attached with this email.

Items 1,2,4,5,6,7 were all agreed by the full committee

Garry would set up a Facebook page,

Rosemary would continue to place adverts in local publications. She asked for copies of the leaflet to be left at her house.

Open Day – 15th April between 10.00hrs and 14.00hrs.

Actions required

- Chris to contact regular users to ask if they wished to take advantage of advertising their club's activities. The Bridge Club did not appear to have received their invite. A further email would be sent. – To date:- WWC. Keep Fit, Whittington Players Computer Club and Flower Club have said they would like to take up the offer.
- John Palmer had designed the posters. These would be placed around the village. With A1 posters being obtained for the A Board.
- There would be a free raffle with small prizes. Committee members were asked to bring raffle prizes.
- Debi would provide the diary and booking forms offering 10% discount.
- June agreed to look after Teas and Coffee. Committee members were asked to provide a cake
- Local Councillors had been invited.
- Details would be finalised at the March Meeting.

Barn Dance

It was agreed to host a barn dance on FRIDAY 10th November.

Rosemary had made contact with a Caller who would also provide a band.

It was agreed that fish and chips should be included in the cost of the ticket (probably £10 per person)

June agreed to look after teas and coffees,

It was agreed to run a bar

John agreed to produce posters and tickets.

There would be further discussion at a later meeting.

17. Business Plan – The draft Business Plan had been circulated to all members. It was discussed and the Option Plan accepted. (copy Option Plan circulated with the minutes) The items relating to marketing will be taken forward by the Publicity Group. The Business Plan will be placed with the policy documents and reviewed on an annual basis

18. Grant Funding

Quotes had been obtained for painting the front stage panels in the main hall and decorating the MFL in addition to replacing internal and external MFL doors. It was agreed that a further quote should be obtained for a new external door and that opportunities for grant funding for replacement doors explored.

It was suggested that we could explore the option of grant funding from Cllr White for the decorating. Rosemary agreed to take this forward

19. AGM - Committee Membership.

The chairman asked if it was the intention of the current committee to continue, all indicated that they intended to remain as trustees. Chris would write to User Reps asking for formal nominations.

20. Any Other Business.

- The Committee agreed to meet on Friday 3rd March to check over the chairs and remove any which were beyond repair.

- It was also agreed to move the plastic chairs into the new shed on the same day.
- David informed the committee that whilst the new flag had been more expensive the cost had been worthwhile as it was lasting longer.
- David suggested that the chair trolleys be left out in the hall to encourage users to use them and not drag the chairs across the floor. It was suggested that a trolley could be left out under the H&S Notice with a sign asking users to use them . David agreed to take this forward
- David agreed to paint the back steps. Garry will let him have the paint
- David reported that he was still getting enquiries about hall bookings as his name remained on a “google site” It was agreed to try and get the information amended, although no-one was clear how to go about this.
- June asked for an item regarding the siting of planters/hanging baskets outside the village hall could be placed on the next agenda

21. Date of Next Meeting - 7.45 Monday 13th March 2017

For information Arnold Wards Funeral is Tuesday February 28th 12.00noon at St Giles followed by a wake at The Church Hall.

Rosemary Smith. Michael and Pauline Stewardson offered their apologies for this meeting