

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 9th January 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 J Perry, Mrs R Smith, Mrs P Stewardson
- 2- **Apologies:** Mr D Pattison, Mrs S Walton.
- 3- **Minutes of last Meeting held 12th December 2016**
The minutes were proposed as a true record by Mr. S Newman seconded by Mrs D Green and signed by Mr G Hyde (Chairman).
4. **Matters Arising**
None
5. **Secretary's Update** – All Items dealt with on Agenda
6. **Minor Maintenance**
Remedial work had been carried out on the Kitchen Door/Fire Stop
Fire door signs had been put in place.
The fault with the flushing mechanism on one of the gent's toilets had been repaired.
7. **Treasurers Report.**
The financial report for the period ending November was presented to the committee. There being no questions the reports were accepted by the committee.
Mr. Hyde (chairman) signed the report and the bank statements.
It was also noted that the overdue monies had been received.
Lynne reported that she had made contact with Vaillant with regards to taking out a maintenance contract on the boiler. After discussion, the committee agreed that the Platinum contract should be taken out. (Cost £246 per annum) This contract covered the boiler, pipes and radiators.
8. **Booking Secretary's Report**
The Report which had been distributed was discussed.
The alcohol license for the birthday party was approved.
Rosemary agreed to check the hall after the childrens party on the 21st January.
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.**
 - a) It was noted that the Emergency Collection Point was on the grass under the trees.
 - b) It was noted that committee members had been advised of the procedures for cancelling the fire alarm (should it be necessary)
11. **Correspondence**
As per agenda. Newsletter had been circulated.
12. **Essential Major Maintenance.**
The BR list for November 2016 and the 2017 BR List was circulated with January minutes

13 - Finance Sub Committee –

Report from meeting held 5th January circulated with minutes. This details budget details for 2017 along with proposed projects. In addition, it highlights procedural changes required to comply with licence and overdue payments procedures.

The committee confirmed they were content with all proposals.

They also agreed that they were content that the front stage panels be painted.

14. Commemoration Mrs Jamison.

Replacement Shed.

The shed had been erected. This completed the expenditure from Mrs Jamison's legacy. The Secretary to write to Mrs Jamison's son informing how the legacy had been spent.

15. User Group Reports

Flower Club – Informed the committee that they were hosting their annual meeting on 22nd March

WC would be using the car par on the 11th January – Club members were going on a trip.

Bridge Club members had commented favourably on the Christmas decorations.

They also asked if the clock in the hall could be adjusted to the correct time.

16. Buddy -User Group Reports

Nothing to report

17. Publicity group. - Meeting date set for Thursday 26th January, 2pm at Rosemary's

18. Carols Round The Tree

The committee were pleased in the way the event had gone (despite the appalling weather) It was agreed that in future the event should be held in the hall (this would allow more time for the chairs etc. to be set out.)

The date for the event in 2017 was agreed as Monday 18th December 2017. This would enable Megan Barr to get together her musicians, as well as ensuring the children would not be involved in events at the school. The event would be placed on the agenda in September

19. Business Plan – To be discussed at the February meeting.

20. Deputies – Secretary and Treasurers Positions

Debi and Lynne had met to discuss the Deputy Treasures roles.

Deputy Secretary. It was noted that in the absence of the secretary it was likely that only a "note taker" was required for the meetings as it is likely that all other issues could be dealt with prior to or after the meeting. Debi agreed to take on this role.

21 PPL/PRS Licence

Completed return had been sent off and invoice was awaited.

22. Parish Council Grant.

It was noted that the criteria for grants from the Parish Council had changed and that as a result it was unlikely that we would be eligible, therefore no grant application would be made. Christine agreed to research other grant options.

23. Any Other Business –

Crockery/Cutlery – John Palmer reported that the numbers of knives forks etc was falling short Although this was not a critical issue the chairman agreed that the individual numbers of knives. Forks etc. should be bought up to 180

24. Date of Next meeting Monday 13th Feb 2017 - 7.45