

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 11th January 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 H Davies, Mrs R Smith, Mrs J Perry, Mrs J Thorne, Mr S Newman, Mr. D Pattison, Mr M Stewardson, Mrs P Stewardson, Mr J Cannon.
- 2- **Apologies** : None
- 3- **Minutes of Meetings held Monday 9th November 2015 and Monday 14th December 2015.**
The minutes of the meeting held on the 9th November was proposed as a true record by Mr J Palmer and seconded by Mrs D green, the minutes of the meeting held on 14th December were proposed as a true record by Mr S Newman and seconded by Mr J Palmer. Both sets of minutes were then signed by The Chairman Mr G Hyde.
- 4- **Matters Arising**
Mr Hyde reported that the abandoned car had been removed.
A new floor scrubber polisher had been purchased to replace the one which had been damaged.
Lynne had obtained Christmas Decorations FOC from Waitrose. It would be decided at a later date if these were sufficient.
- 5- **Secretary's Update**
The PRS/PPL return had been completed and forwarded to the licensing authority. The invoice was awaited.
- 6- **Minor Maintenance**
 - a) Secure Sound Limiter. – The work had been completed. Item to be removed from Agenda .
 - b) Mrs Smith reported that it had been noted that the treads on the steps up to the stage were worn. It was agreed that these would be re-taped.
 - c) The batteries in the fire alarm door stops had been replaced. Item to be removed from agenda
 - d) Repairs to the damaged floorboards had been completed.
 - e) A fence panel had been brought down in the recent high winds. This has been replaced.
 - f) It was agreed that contact should be made with Vaillant to arrange for the boiler to be serviced. It was also agreed that the possibility of a maintenance contract should also be considered.
 - g) It was also noted that the Fire Alarm Maintenance test was also due.
 - h) Enquiries were in hand re a replacement door lock for the MFL
- 7- **Treasurer's Report**
The financial report for the period ending 30th November was presented to the committee. There being no questions acceptance of the report was proposed by Mr J Palmer seconded by Mrs Smith and the report signed by The Chairman Mr Hyde.
The Treasurer reported that the payment from the doctors had still to be accounted for.

The November accounts included the costs for the flowers which had been provided for Pat Hamilton's funeral.

The invoice for the renewal of The Sage Accounting System support package had been queried by Mrs Lacey and would be renewed once the query had been resolved.

Step Forward had asked that consideration be given to them paying their hire costs on an annual or 6monthly basis. This was still under consideration.

It was noted that the Window Cleaner would clean the gutters on an annual basis and will also clean ground level drain (across MFL doorway)

8- Booking Secretary's Report

The Report which had been previously circulated was discussed.

It was noted that Step Forward no longer had use of The MFL when they were in the Main Hall

The Zumba booking on Monday morning had been cancelled.

There were no applications for alcohol.

It was noted that there was a children's party on 30th January , Rosemary agreed to check the hall prior to the dancing class.

There appeared to be some confusion of the details held in the Connect Magazine and The Church Magazine regarding committee member's details. It was agreed that this would be chased up.

9- Doctors' Liaison

There were no issues at the present time.

10- Health and Safety.

a) Mr Hyde reported that he now had the paint for the back stairs. This work had been completed. Item to be removed from the agenda .

b) It was noted that Mr & Mrs Stewardson had agreed to look at our H&S policies. A date was set for Garry to meet with Mr & Mrs Stewardson, they would then report back to the main committee

c) First Aid Boxes have been checked. - Possible new box required for MFL. This to be checked

11. Correspondence

As per Agenda

Thank you email to Holloway Plastics for providing plastic FOC

Email re renewal of web site domain name

12. Upgrades and Refurbishments- Storage Facilities

Work moving towards completion. Allocation of storage facility will be made once all the work is completed.

Once allocated a representative from the relevant club/organisation would be required to sign accepting the terms and conditions of the storage facility

13. Essential Major Maintenance

The list for 2016 had been circulated. This reflected the proposed projects for 2016

14. Finance Sub Committee

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

It was noted that Mrs Berry was now completing an invoice for payment of her hours.

15. Purchase Logo Sign

It was agreed that this proposal would not be taken forward. Item to be removed from Agenda

16. Street Signs.

Mr Pattison had obtained the necessary documentation from LDC and agreed to process the application.

17. Grant Application.

Morrison's. A small group of committee members had attended Morrisons where the cheque for £2k had been presented. (Grant was towards to the cost of the round tables)

Parish Council

An application had been submitted to the Parish Council for £750 for funding towards the cost of the round tables. A decision would be made in February 2016

Staffs County Council Major Capital Projects.

The completion certificate for this grant had been submitted and the monies had been credited to our account (grant was towards the cost of the storage facility)

18. Commemoration to Mrs Jamison

Mr Pattison had obtained the commemorative plaque for Mrs Jamison. All committee Members expressed their satisfaction with the design and quality of the plaque. The plaque would be placed in the main hall once the new storage facility had been completed.

Committee members were asked to consider how the £1k donation made from the estate of Mrs Jamison should be spent. Members were asked to bring their suggestions to the February Meeting.

19. User Group Liaison

Reports were received from the following groups.

WI – WI is 100yrs old this year. Mrs Perry asked if any committee members were aware of or able to provide her with any old photographs.

Parish Council – A decision on grant applications would be made in February. The documentation for the transfer of land from LDC to The Parish Council was ongoing
Bridge Club. Mrs Thorne reported that the temperature in the hall on Monday 12th January had been satisfactory but it would continue to be monitored.

Wednesday Club – 2016 programme had now been finalised. The Club would continue to require use of the car park on their "Trip Days"

Flower Club. Mrs Davies reported that the Flower Club Committee was concerned regarding the set which had been set up on the stage by the Whittington Players as it reduced the stage space available for their demonstrators. Following discussion it was agreed that better communication between all groups would help overcome this and similar problems. Mrs Smith provided Mr Newman with a date of Flower Club demonstration days.

The Secretary agreed to circulate list of regular users with a view to obtaining representatives for groups which currently had no representation on the Village Hall Committee

20. Hallmark 3

Garry agreed to liaise with members of the committee with a view to setting up a small working party to take Hallmark 3 forward.

21. Replacement Commemorative Plaque –

Mr Pattison agreed to obtain a quote for this work.

22. Charity Commission.

The Charity Commission newsletter had been circulated to all members. Although this document was targeted at larger charities it did contain some useful pointers and committee members were asked to read it5 .

23. Any Other business.

It was suggested that the Coffee Morning be placed on the February Agenda. It was also agreed that the mince pies which had been purchased for the Carols Round The Tree should be used at the coffee morning event.

24. Date of Next Meeting

7.45 Monday 8th February 2016

Apologies for this meeting were given by Mr Davies.