

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 13th July 2015 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 J Perry, Mrs J Thorne, Mr S Newman, Mrs D Green, Mr J Cannon, Mr D Pattison.
Observers- Mrs J Wilson, Mr M Stewardson, Mrs P Stewardson.
- 2- **Apologies:** Mrs H Davies Mrs, R Smith.
The Chairman began the meeting by welcoming the prospective new members.
- 3- **Minutes of The last Meeting held Monday 8th June 2015**
The minutes were proposed as a true record by Mr S Newman seconded by Mr J Palmer and signed by The Chairman Mr G Hyde.
- 4- **Matters Arising**
All items dealt with as Agenda Items.
- 5- **Secretary's Update**
The secretary informed the meeting that subject to the committee's approval she intended to make a grant application to The Morrisons Foundation for funding for the purchase of twelve round tables and two trollies.
- 6- **Minor Maintenance**
 - a) Secure Sound Limiter. – This item was still in hand.
 - b) Damage to Hall Floor. - A quote of £120 + VAT for the repair of the damage to the floor in the main hall had been obtained. The committee agreed that this work should go ahead on Monday 17th August when the hall would be closed for work on the storage project.
 - c) Mr Palmer reported that the new doors in the foyer had suffered some damage. He had arranged for the company to come and look at them.
- 7- **Treasurer's Report**
The financial report for the period ending 31st May was presented to the committee for acceptance. There being no questions the accounts were proposed for acceptance by Mr J. Palmer, seconded by Mr D Pattison and signed by The Chairman Mr G Hyde.
Mrs Lacey explained the details of the accounts for the benefit of the new members
The secretary was asked to send a letter to The Computer Group thanking them for their donation of £100 towards the cost of the internet.
- 8- **Booking Secretary's Report**
The Report which had been previously circulated was discussed.
There were no applications for Alcohol licences.
It was noted that there was a children's party on Sunday 2nd August prior to the dancers coming in. As had previously been agreed a committee member was required to attend the hall at the end of any children's party to ensure that everything had been left in order. Lynne Lacey agreed to do this

It was agreed that the main hall should be closed all day on Monday 17th August whilst the repairs to the floor in the main hall and the building work were completed. It was noted that the Whist Group would use the MFL

A request was made on behalf of the flower club for the use of the chiller on Wednesday 22nd July. This was approved.

The Chairman thanked Mrs Thorne for agreeing to take of the hall bookings while Mrs Green was on holiday (25th July – 9th August)

9- Doctors' Liaison

Mr Hyde reported that he had made contact with Steve Cowley Business Manager, Langton Practice and had agreed to make contact on a monthly basis. There were no issues at the present time.

Mr Palmer reported that he had requested that the practice make the committee aware when their fire alarm is to be tested, as any test of their fire alarm system also sets of the alarm system in the hall.

10- Health and Safety

- a) Provision of Evac Chair/ Wheel Chair. It was agreed that this was not necessary. Item to be removed from Agenda
- b) Inventory Costings. A quote of an additional £30 had been received from our insurers for the increased £10k cost of our furniture and fittings. It was agreed to hold any increase until the insurance came for renewal in November.
- c) Purchase of frame for chair diagram. This was on order and would be put up once received.
- d) Mr Hyde stated that the back stairs required the edged painting. Mr Pattison said that he had some paint.and would let Mr Hyde have it.

11- Correspondence

As per Agenda

Mr Hyde updated the committee on the “state of play” between the two chip van operators. No further action was required by the committee

12- Upgrades and Refurbishments- Foyer Upgrade

- a. The collage had been put up in the foyer. Work on the foyer project was now complete. This item to be removed from the agenda

13- Essential Major Maintenance

The List for the end of May had been circulated.

14- Finance Sub Committee

Finance Committee Meeting will take place on Monday 10th August 2pm Mrs Lacey had agreed to host the meeting.

15. Fish Van Flyers

See item 11.Remove from Agenda

16. Purchase Logo Sign

For reference:- It has been agreed that we would have a sign which said Whittington Village Hall, without any logo. It would be a silver background with red lettering. Mr Palmer was to obtain quotes for the signs and for the installation of the electrics.

17. Storage Facilities

The work was on target. Work would be undertaken August 15/16th The Storage Group Committee would meet Monday 10th August to discuss the final options

18. Changes to Key Holder procedures

Mr Hyde had spoken with Betty. She had confirmed that she had no immediate intention of giving up the key holder's role but was pleased that we had a backup plan if and when she decided to "retire"

19. – Country Side Fair

A meeting would take place Monday 10th August to look at options. Lynne had agreed to host.

20. User group Signs

Mrs Lacey agreed to make contact with Mike Sheridan .

21. Street Signs

David Pattison continues to make further enquiries.

22. Commemoration to Mrs Jamison

The following words were agreed for a commemoration plaque.

"This Hall is dedicated to the memory of Mrs M (Jamie) Jamison founder and president."

A wooden plinth with a brass plaque was agreed as most suitable.

Arrangements would be made to purchase the plaque

23. Closure of Car Park

It was agreed that the car park would be from Friday 14th August 5pm to Sunday 16th August 9 am in order to retain its private car park status. A note would be put in the Lichfield Mercury and cars on the car park and residents in Langton Crescent would be informed

24. Any Other Business

- a) Mr Pattison informed the committee that a sign was being placed on The Parish Council Notice board on Market Days indicating that there was free parking on The Village Hall Car Park. It was noted that The Village Hall Car Park is a private car park and should be treated as such. Garry to speak to organiser of Village Market
- b) Mr Cannon (Parish Council Rep) informed the group that The Parish Council was in the final stages of arranging for the Parish Council to take on responsibility for the grass cutting on the land at the front of the village hall. He also agreed that the contract would include cutting the grass in front of the sheds by the side of the village hall.
- c) Mrs Perry raised the issue of the loud music at the Zumba class which could be heard in the doctors. This item had been raised before and the doctors had been asked to write to the committee if they felt it was a problem
- d) Mr Hyde asked that User Group Liaison and Hallmark 3 be placed on the next Agenda
- e) **Judith (Cleaner) is on holiday from 31st August to 6th Sept. David Pattison said he would be about to keep an eye on things. If any other Committee member is available for any day can they let Chris Jones know so that a rota can be drawn up. Work involves making sure things are tidy and toilets and kitchen are clean.**

25. Date of Next Meeting – There will be no full committee meeting in August. However the following sub-committees have been scheduled for the 10th August

2pm Finance

3pm Storage and Fair Committee

Venue – Lynne Lacey's

Will all committee members please note

Date of Next full meeting Monday 14th September 7.45 MFL