

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 11th July 2016 at 7.45pm

- 1- **Present** : Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs A Cooper, Mrs Lynne Lacey (Treasurer), Mrs R Smith, Mr S Newman, Mrs D Green, Mrs P Stewardson, Mr M Stewardson, Mrs S Walton, Mr D Pattison, Mrs J Thorne.
- 2- **Apologies**: Mrs H Davies, Mrs J Perry.
- 3- **Minutes of last Meeting held 13th June 2016**
The minutes were proposed as a true record by Mr J Palmer seconded by Mrs D Green and signed by Mr G Hyde (Chairman).
- 4- **Matters Arising**
Some items of yellow crockery remained Mrs Smith agreed to contact the Brownies to check if they were of use to them. This item is ongoing.
Change of name on Licence – In Hand
Replacement Flag – In Hand awaiting quote.
- 5- **Secretary's Update** – All Items dealt with on Agenda
- 6- **Minor Maintenance**
Light in disabled toilet had been replaced.
Light in Ladies toilet requires replacing
Emergency Light over door in main hall requires battery changing
Drain at the rear of MFL had overflowed into MFL. To be investigated
7. **Treasurers Report.**
The financial report for the period ending 31st May 2016 was presented to the committee. There being no questions the report was proposed as a true record by Mrs R Smith seconded by Mr S Newman and signed by the chairman Mr G Hyde.
The Fish and Chip Van proprietor had made payment for a further 6 months.
8. **Booking Secretary's Report**
The Report which had been distributed was discussed.
An application for an alcohol license for the 19th November had been made by the Cricket Club . This was approved.
Mr Palmer reported that a children's party had overrun.
NB upon investigation it became clear that this was not the case (the booking time had been amended and the group had agreed to ensure the hall was thoroughly cleaned before leaving). Therefore, no further action was required.
Garry agreed to check the hall following the children's party on the 24th July.
9. **Doctors Liaison**
Nothing to report

10. Health and Safety.

- a) Sanitary Disposal Facilities. – Purchase of bins etc was put on hold awaiting further decision on finance.

11. Correspondence

As per Agenda

12. Essential Major Maintenance.

BR to be circulated at a later date

A replacement shed had been purchased. The old one had been found to be beyond repair. It was noted that the shed in question was the property of The Village Hall.

13 - Finance Sub Committee –

Minutes from this meeting had been circulated.

The Committee agreed to the proposed increase in hiring fees. Copy of draft letter to be sent to all committee members for approval. It would then be sent to all users.

14. Street Signs .

Costing for the signs had been received. The expenditure for the signs was approved. There was a query on the actual invoice this would be checked out Chris

15. Commemoration Mrs Jamison

The plaque had been installed. Item to be removed from the agenda

Responses had been received from users re the provision of a projector. In the main they had been favourable. It was agreed that the item would remain on the agenda and that it would be an ongoing project which would be funded from grants etc., The Publicity team would take this forward.

16. User Group Reports

WI – Nothing

WWC –The Street Party had been a success. The Club was going on a trip to Windsor on Wednesday 12th July. This meant that cars would be left on the car park. There was some spare capacity available on this trip.

Bridge Club – Nothing

Flower Club – The July meeting had been cancelled

Whittington Players – It was reported that the round tables had been used at the recent production.

Parish Council – Nothing

17. Buddy User Groups Reports

Contact maintained - Nothing to report

18. Hallmark 3 – Update

A date of the 19th July 1.45pm had been set for the assessment. The chairman reported that a couple of items were outstanding but these would be resolved. Mr Palmer indicated that he was available for the meeting. Mr & Mrs Stewardson asked if they could attend as observers.

19. Publicity Group /Countryside Fair.

A report from the meeting had been circulated. Leaflets had been obtained and would be placed in the hall. They would also be available on the Fair Day.

Mr Palmer had obtained a banner which would be used at the fair.

It was agreed that a 10% discount would be given for bookings made as a result of the fair.

Coloured Booking forms would be available on the day to indicate the entitlement to the Discount.

20 Asbestos Report.

Contact had been made with the consultant. He had suggested that the damaged tiles could be lifted and then screeded at an approx. cost of £200. This item to remain on the agenda and be considered by the Finance Committee

21 Any Other Business

It was noted that due to the inclement weather the outside areas had become overgrown with weeds. Several committee members agreed to tackle this job.

22 Date of Next Meeting .

It was agreed not to hold a general meeting in August but to use the opportunity to review arrangements for the fair. Committee members who would be at the fair were asked to attend the meeting if possible

Fair Meeting Monday 8th August 7.45.

Next full meeting Monday 12th September 7.45pm