

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 10th July 2017 at 7.45pm

- 1- **Present:** Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs J Thorne, Mr S Newman, Mrs M Stewardson, Mr P Stewardson, Mrs D Green. Mr D Pattison, Mrs Lynne Lacey (Treasurer), Mrs S Walton, Mrs H Davies. Mrs A Cooper.
- 2- **Apologies:** Mrs R Smith, Mrs J Perry, Mrs S Walton.
- 3- **Minutes of Previous meeting held Monday 12th June 2017:** The minutes of the previous meeting had been circulated, they 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:**

The Chairman began the meeting by thanking Helen Davies for the beautiful flower arrangement she arranged in the church as part of The Flower Festival her hard work was much appreciated.

The broken fence had been reported to The Parish Council – This will be monitored

The Chiller had been placed in the table storage room – Remove item from the Agenda

The Booking form had been revised to show the availability of a chiller – Remove item from Agenda
- 5- **Secretaries Report.**

The pro-forma and photos had been sent to the Wedding Venue Web site. The site was not yet live. - Remove item from agenda
- 6- **Minor Maintenance:**

Car Park Gates – Remain on agenda – ongoing – options continue to be looked into

Door between Lounge and MFL had been replaced. This work was complete – Remove item from agenda

A proposal to site a built-in cupboard in the MLF to store the bucket and mop was not supported

A proposal to move the expansion radiator from Lobby to the MFL was supported in principal. It was agreed that costings would be obtained
7. **Treasurers Report**

The report for the period ending April 2017 was circulated.

There being no questions the report was proposed for acceptance by Mr S Newman, seconded by Mrs Green and signed by the chairman. The chairman also signed the bank statements.
8. **Booking Secretaries Report**

The report which had been circulated was discussed.

Lynne agreed to check the Hall on the 23rd July after the family party

During Judith's holiday, a supply of consumables would be placed in the top cupboard on the left of the storage room

Adverts had been placed in several publications for a replacement Bookings Secretary, two people had possibly expressed an interest but nothing definite had been resolved. – Item to remain as an agenda item

9. Doctors Liaison

Garry and John had met with Steve Cowley to discuss the terms of the new lease. An offer had been made by the chairman for a 7% increase on the lease. Mr Palmer proposed acceptance of the revised increase, the committee agreed that they were content with the proposal. Given the committees approval Garry would now write to Steve Cowley with a view to obtaining consent from the practice and obtaining signatures on the revised lease. No problems were anticipated at this time. – Item to remain on agenda until the lease had been agreed and signed.

Mr Cowley indicated that there had been no further problems with the Zumba Class - remove item from agenda

10. Health and Safety.

The annual review of Health and Safety review had been completed by Mr & Mrs Stewardson and Mr Hyde. The inventory and relevant forms had been updated. There was a possible need for a sign over the door into the doctors indicating that it was not a fire exit. This would be considered further by John Palmer and Garry Hyde.

11. Correspondence.

None Received.

12. Essential Major Maintenance – List to be circulated to all committee members once information became available

13. Finance Sub Committee – Meeting to be arranged for August

14. User Group Report

WC would be on a trip on 12th July and would be using the car park

Several items were raised by The Bridge Club. In the absence of the Chairman at the September meeting the items would be placed on the October meeting for discussion – Pictures in Main Hall, Replacement Smokers Box, Weed Killer outside the hall

15. Buddy User Groups Report

Garry reported that he had written to The Mercia Group asking that they do not use metal golf clubs in the main hall. He had not received a response. The situation would be monitored.

16. Publicity Group

The notes from the Publicity Group had been circulated. There were 2 amendments In order to give sufficient time for tickets sales it was noted that the tickets would be required for the September meeting.

It was agreed to purchase cheap plastic table cloths for the round tables. – Prices to be obtained

This would remain an agenda item.

17. MFL Refurb

John Palmer had made contact with the builder, contractors were being brought together and it was hoped that the building work could begin by the end of August.

The painter was being kept up to date.

18. Planters.

June asked if Window Boxes could now be considered instead of wall planters. This option would be looked into

19. Fortress Recycling. –

Lynne had received correspondence regarding the recycling of food waste. Discussion took place on how this could be achieved and it was decided that a further bin would be placed in the kitchen identified for food waste. Lynne would liaise with Fortress to confirm the process we should use. We would trial the separation of food waste in order to judge its effectiveness

20. Any Other Business.

It was agreed that there was no requirement for a meeting in August
In the absence of this meeting Garry asked if delegated authority could be given to Garry/ John Palmer/ Lynne/ and Chris to deal with any urgent matters. This was agreed by the committee

The Date of the next meeting would be Monday 11th September. At 7.45. It was noted that both Garry and Chris would be on holiday on that date. John Palmer agreed to chair the meeting, Debi agreed to take notes for the secretary

There being no further business the meeting closed at 8.45pm