

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 8th June 2015 at 7.45.

- 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, Mrs J Perry, Mrs J Thorne, Mr S Newman, Mrs D Green. Mr J Cannon, Mrs H Davies, Mr D Pattison
- 2- None
- 3- **Apologies Minutes of The last Meeting held Monday 11th May 2015**
The minutes were proposed as a true record by Mr S Newman seconded by Mrs R Smith and signed by The Chairman Mr G Hyde.
- 4- **Matters Arising –**
The Notification of the changes to the Bank Signatories following the AGM had been confirmed with the bank.- Item to be removed from Agenda
- 5- **Secretaries Update-**
A current contact list had been sent to all members
- 6- **Minor Maintenance**
 - a) Secure Sound Limiter. – This item was still in hand.
It was noted that the curtain had been rehung in the main hall and Mr Pattison had undertaken some weeding.
- 7- **Treasurers Report.**
The financial report for the period ending 30th April was presented to the committee for acceptance. There being no questions the accounts were proposed for acceptance by Mrs R Smith, seconded by Mr J Palmer and signed by The Chairman Mr G Hyde.
It was noted that £121.85 had been received from Easy fundraising.
A cheque for £100 had also been received from The Computer Club as a donation towards the cost of the Wi-Fi
Representatives of The Tamworth Co-op had attended The Hall on Wednesday 27th May to make the presentation of a cheque for £317 being the monies raised from their charity.
- 8- **Booking Secretary's Report**
The Report which had been previously circulated was discussed
There were no applications for Alcohol licences.
Mr Palmer reported that he had arranged for a Rep to attend to give advice on the necessary action which would be required to affect a repair to the damage caused to the floor in the main hall.
- 9- **Doctors Liaison**
Arrangements still to be made for a meeting by the new chairman (Mr Hyde).
Dates had been provided and confirmation was awaited.
- 10- **Health and Safety.**
 - a) The annual H&S Audit had been completed.

- b) The Access Audit had also been completed. A proposal was put forward for consideration that an evac chair or similar be provided. This to be put on the next agenda for consideration.
- c) Inventory Costings. An estimate of the costs of inventory items had come out at £37625. This is in excess of the £30k currently covered by our insurance. Contact would be made with our insurers with a view to increase our cover to £40k
- d) The Committee granted authority for Garry to purchase a new frame to place the amended stair stacking diagram in. This would make it more visible

11- Correspondence

As per Agenda

Emails had been sent to all relevant User Groups with regards to the need for users of electric mobility scooters to have insurance which would cover them in the event of any any damage. The Cautionary fee would not cover any damage caused by mobility scooters. A letter had been sent to Staffs CC ref the grant for the Storage Facility.

12- Upgrades and Refurbishments- Foyer Upgrade

- a. The proposed collage was circulated. There was an opinion that the background cover required changing. Garry would contact Digital Print to discuss the changes.

13- Essential Major Maintenance.

Figures were provided by Lynne for the repairs report. Updated list(BR April) would be circulated with the minutes.

14- - Finance Sub Committee –

The next meeting will be in July – date to be finalised.

15. Fish Van Flyers

Flyers had been circulated to all households by the Owner of the Fish Van which operated on a Monday evening from The Village Hall Car Park. In the flyer remarks had been made regarding the manner in which the Chip Van which comes into the village on a Friday night operated his business. Correspondence had then ensued. After consideration it was decided that any problems highlight in the original flyer were not the responsibility of the Village Hall and would need resolving between the two Chip Van owners. Garry agreed to write to Mr Butlin explaining the situation.

16. Purchase Logo Sign.

John Palmer had obtained costings. It was accepted with two abstentions that we would not have a logo but a sign which said Whittington Village Hall. The colour was agreed as a green background with red words. It was also agreed that the sign would be lit by a spotlight. It was noted that £650 had been allocated in the budget for this project.

17. Storage Facilities

Initial work had commenced. With a radiator and lights being relocated. The remainder of the work would be carried out in August.

18. Changes to Key Holder procedures.

Garry agreed to speak with Betty to discuss the proposed changeover of the key holder system and a possible planned date.

19. – Country Side Fair.

The invoice for the advert for the ¼ page advert was passed to Lynne for payment.

David, John P. Steve, and Garry agreed to form a small working group to look at the options for the Countryside Fair.

A possible date of sometime during 1st week July(not Monday) was suggested. Secretary would circulate dates

20. Chair Repairs

The Chairman thanked everyone who had assisted in the repairs of the chairs.

21 . User group Signs.

One notice board had not been re-signed. Lynne agreed to make contact with Mike Sherridan to ask if they were willing to have a sign purchased. (at a cost to them)

22. - Update Main Notice Board. (new Chairman etc)

The board had been updated to reflect the changes to the committee officers. Item to be removed from the agenda J

23 . Street Signs-

Still in hand – David Pattison to follow up

24 Heating Main Hall.

A member of the bridge club had agreed to come in early to turn up the radiators if/when cold weather warranted. The situation would be monitored

25. Flowers in Foyer

Item removed from the Agenda

26. Commemoration to Mrs Jamison.

Following discussion John Palmer and Rosemary Smith agreed to work on proposals for a plaque or sign and bring it to the next meeting.

27. Request from Wednesday Club

The Committee agreed that the Wednesday Club be allowed to borrow items of crockery, tables and plastic chairs on Wednesday 8th July

28. Date of Next Meeting – 13th July 2015 7.45pm

Apologies for this meeting were given by Rosemary Smith and Helen Davies.