

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 9th March 2015 at 7.45pm

- 1- **Present:** Mr. D Pattison (Chairman), Mr J Palmer (Vice Chairman), Mrs L Lacey (Treasurer), Mrs D Green, Mrs R Smith, Mrs A Cooper, Mr G Hyde, Mrs B Taylor, Mrs J Perry.
- 2- **Apologies:** Mrs M Jamison, Mrs P Hamilton, Mr J Cannon, Mr S Newman, Mrs C Jones.
- 3- **Minutes of Last Meeting held Monday 9th February 2015 (as amended.)**

The minutes had been circulated; they were proposed as a true record by Mr J Palmer seconded by Mrs L Lacey and signed by Mr D Pattison (Chairman).
- 4- **Matters Arising.**

None
- 5- **Secretary's Update.**

All items covered on the agenda
- 6 **Minor Maintenance.**
 - a) David Pattison reported that the sound system on the stage remain secure. This item to be removed from the agenda The sound limiter requires to have a more secure lock
 - b) Lettering on Village Hall sign. Garry informed the meeting that Beacon Display had replaced the sign and put a covering of Perspex(not an applied film) to protect the sign against graffiti . The cost was an extra £25 making a total of £204 This item to be removed from the agenda
 - c) Paint the walls where cellotape had damaged. Lynne reported that she had overpainted the damaged areas. Item to be removed from agenda
 - d) Repairs to curtain rail. Mr Pattison and Mr Palmer had now secured the curtain rail by using longer and wider batons. These had been overpainted by Lynne and the curtain track was now secure. This method would be used should any more curtain tracks become dislodged. Item to be removed from the agenda
7. **Treasurer's Report.**

The Treasurer presented the accounts for the month of January showing that we had a small surplus of £20 (bookings appeared to be increasing) There being no questions acceptance of the report was proposed by Mrs R Smith and seconded by Mr J Palmer.

Mrs Lacey presented the end of year accounts for approval by the committee prior to being circulated at the AGM for adoption.

Acceptance of the report was proposed by Mrs Smith and seconded by Mr Palmer.

Both reports were duly signed by Mr Pattison (Chairman)

8. Booking Secretary's Report

The Booking Secretary's report was discussed.

It was reported that there were two new regular hirers.

- Mike Sherridan to hire the MFL every Sunday Morning.
- Sue Evans to hire the MFL fortnightly, Wednesday mornings.

Alcohol Licences – Lichfield Canal Trust 20th Nov 2015, Birthday Party 27th June 2015 and Wedding 2nd April 2016 – were approved.

Catalyst had asked to hire the hall each Friday between 5pm and 7.45pm After discussion the committee agreed that this was not practicable as it could impinge on bookings such as weddings and plays

The Play Group had requested additional storage. The committee were unable to grant this at the present time.

Debbie agreed to inform both parties.

9. Doctors' Liaison

Nothing to report

10. Health and Safety.

- a) Kitchen – It was noted that the laminate surface in the kitchen adjacent to the water boiler was lifting and required attention. This was not considered to be urgent but a note would be kept on file for consideration when other work was being complete Health and Safety update would be undertaken when the new committee had been appointed.

11. Correspondence

None

12. Upgrades and Refurbishments- Foyer Upgrade.

- a) Foyer refurb committee. A meeting set for 16th March
- b) It was agreed that the coffee morning would take place on the 18th April. Tea and cakes would be provided – Rosemary to progress

13. Essential Major Maintenance..

The updated List for 2015 circulated with minutes

14 - Finance Sub Committee –

A meeting would be arranged in the middle of the year. To remain on the agenda as an aide memoire.

15. Purchase and Siting of Logo

It was agreed that a logo and/or village hall name would be sited on the apex. This item is deferred until April to obtain further costings.

16 New Storage Facilities – Main Hall

It was agreed to contact the builder with a view to starting the work in August on an appropriate date. John Palmer to organise with the builder and Debi .The Committee suggested that the work be undertaken at the weekend. John Palmer agreed to check this out

17. Changed to Keyholder system.

John Palmer confirmed that he had contacted Lichfield Lock and Safe with regards to options for number key-pad systems.

Whilst systems were available Mr Palmer asked the secretary to check out the proposals with the insurance company. Garry informed the meeting that our Insurance Agent did not feel that a key pad system would be compatible with insurers insuring the building. Matter to be carried forward for further discussion

18. User group Reps.

Garry informed the committee that the secretary had sent emails to all user groups asking for nominations for the new committee

Replies had been received from Steve Newman who will continue as The Whittington Players User rep

John Cannon will remain until Parish Council elections in May.

Chris Jones will remain as WWC rep.

No nomination received from WI

Beryl Taylor had informed that she is standing down as Flower Club Re, to date no replacement nomination had been received.

June Thorn had been nominated as The Bridge Club Rep she will attend the AGM in April

19 Notice of AGM

AGM notices are displayed in MFL and Main Hall. Secretary to ask Mrs Palmer to put it in Lichfield Mercury

20 AOB

Rosemary Informed the meeting that a £750 grant had been agreed by The Parish Council towards the new storage facilities. The Cheque was to be collected on Monday 30th March at 7.30pm Mr Pattison agreed to attend.

Rosemary also reported that a Community Dividend Scheme has raised £317 for Whittington Village Hall.

The Co-op Society in Tamworth are planning how to make the presentation.

The Secretary was asked to write to both parties thanking them for the grant and offering the Co-op our assistance in the presentation

21- Date of next Meeting 13th April at 7.15pm

Note – All elected members had indicated that they were willing to stand.