

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 8th March 2016 at 7.45.

- 1- **Present** : Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs L Lacey (Treasurer), Mrs D Green, Mrs R Smith, Mrs J Perry, Mr D Pattison, Mr M Stewardson, Mrs P Stewardson. Mrs H Davies, Mr S Newman.
Mrs S Walton (Observer) Mrs Walton will take over from Mr J Cannon as Parish Council Representative in April
- 2- **Apologies**: Mr J Cannon, Mrs J Thorne, Mrs A Cooper.
- 3- **Minutes of Meetings held Monday 8th February 2016**
It was noted that items 6b and 6d should read February 2016 not January.
With these amendments the minutes were proposed as a true record by Mr J Palmer, seconded by Mrs D Green and signed by the chairman Mr G Hyde.
- 4- **Matters Arising**
Yellow Crockery – Following discussion it was agreed that The Wednesday Club would take the yellow cups and saucers with the remaining items being offered to The Cricket Club
Once these had been removed a decision would be taken on the remainder. Item would remain on the agenda
- 5- **Secretary's Update**
All items dealt with as Agenda Items.
- 6- **Minor Maintenance.** .
 - a) Possible Boiler Maintenance contract. Ongoing .
 - b) Maintenance for Fire Alarm .Completed. Item to be removed from Agenda
 - c) Replacement Exit Door MFL. This item is now on BR/Maintenance List for 2016 as it is a major piece of work. Remove from agenda .
John Palmer reported that the water boiler under the sink in The MFL was broken. He agreed to speak with the electrician to look at options and report back
- 7- **Treasurer's Report**
The annual audited financial reports for the year ending 31st December 2015 were circulated to the committee for approval. There being no questions the accounts were accepted by the committee. These would now be posted on the Charity Web site.
The monthly reports for January were circulated to the committee. There being no questions the January accounts were accepted by Mrs D Green, seconded by Mr S Newman and signed by the chairman Mr G Hyde.
It was agreed to make enquiries with BT regarding possible savings on the cost of Wi-Fi in the hall
- 8- **Booking Secretary's Report**
The Report which had been previously circulated was discussed.
Two applications for alcohol licences were made for the 29th October and the 31st September. Both were agreed
Rosemary agreed to check the hall after the children's party on 26th March

9- Doctors' Liaison

No issues at the present time.

10- Health and Safety.

- a) First Aid Boxes have been checked and replaced. Item to be removed from the agenda
- b) It was reported that all minor issues found on the H&S Audit had been rectified.
- c) It was noted that there was a need to look at the fire exit signs in the lobby outside the MFL
- d) It was noted that there was a need for a key for the MFL in the lobby . In the event of the door being locked during an emergency.
- e) Mr Palmer agreed to look at an emergency light in the new storage unit.

11 Correspondence.

Correspondence had been received which informed that the SCC Capital Grants Scheme had been withdrawn with effect from 1st April 2016

Contact had been made with Rosemary regarding the possibility of setting up a "Village Hall Roadshow". It was agreed that this was a worthwhile idea but would require some organisation. It would likely return to the agenda by September.

12 Upgrades and Refurbishments- Storage Facilities

Work on The Storage Facility was now complete.

Locks and Keys had been issued and a record of storage users had been placed on file. Item to be removed from the agenda

The proposal was to put the two spare metal cabinets in the shed and to offer them as storage to the History Society.

The shed would be cleared at the earliest opportunity

13 Essential Major Maintenance

BR List 1/2016 had been circulated. There were no questions.

14 Finance Sub Committee

A date would be set in May for this committee to meet to consider hiring charges.

15 Street Signs.

Mr Pattison had forwarded the necessary documentation to SCC. He agreed to progress the application.

16 Project 9/2016 - Purchase Round Tables.

It was agreed to purchase the 12 tables and two trollies. With the balance of the cost(approx. £1500) coming from the main budget.

It was agreed that the tables be purchased immediately in order that they would be available for use at the coffee morning.

17 Grant Applications –

We are informed that we have been granted £700 from The Parish Council Grant Scheme. This would be allocated towards the cost of the round tables. Rosemary agreed to attend the presentation ceremony.

18 Commemoration to Mrs Jamison

Mr Pattison agreed to erect the plaque in the main hall.

An ornamental silver birch had been purchased. The siting of the tree was agreed following the meeting." Rosemary offered her husband as tree planter "

David agreed to arrange the purchase of a small commemorative plaque New Crockery. The Committee did not feel that additional/new crockery was required. This item would be removed from the agenda

David and Steve were tasked with looking at costings for the commissioning of a fixed OHP the main hall.

19 User Nominations

Written nominations were outstanding from Flower Club and the WI – Both representatives agreed to follow this up

20 User Group Reports.

Whittington Players. – Steve questioned why the groups had been refused the option of an additional Thursday night for their performances. The chairman explained that the arrangements for the performance in February could not be taken as a permanent arrangement as the changes could/had affected other regular users of the hall. The possibility for using the doctor's surgery was an option which could be explored by the group but he was not agreeable to cancelling regular users. The chairman asked if there was any objection to his decision no objections were raised. David Pattison indicated that as previously it would have been preferable for the group concerned to have approached other Thursday night users rather than rely on the Booking Secretary.

The WI rep reported that there was a Quiz Night on April 8th all members of the public were welcome to attend.

21 Buddy User Group Reports.

Meetings had taken place with most groups. One comment had been that the sewing group using the MFL prior to the Yoga Class were not always careful about picking up needles and pins and whilst not a major problem the group would be asked to be more vigilante.

22 Hallmark 3 - Update

An initial meeting had taken place and an action plan had been drawn up. A second meeting would be arranged to judge progress.

Garry informed the committee that part on Hallmark 3 standard was a greater outreach to the community. To this end he wished to set up a "Publicity Group" Rosemary, John Palmer, Garry and Chris agreed to sit on this working group. A date for the inaugural meeting would be set.

23 Replacement Plaque.

David had obtained a costing for a stainless steel plaque to replace the brass one which had become worn. It was agreed that the purchase could go ahead.

24 Hedge Cutting.

Rosemary informed the committee that the hedge cutting had been completed.

It was agreed that Rosemary would instruct the contractor to use Round Up to kill the weeds at the base of the hedge.

25 Coffee Morning.

Rosemary asked Committee Members to support this event, the aim of which was to showcase the work which had been undertaken in the hall. It was agreed to invite local councillors etc

It was agreed there would be coffee and cakes.

26 AGM – 11th April 2015

All committee members present indicated that they were willing to stand for re-election at the AGM.

Notices of the date of the AGM would be posted in the hall and the local newspaper.

27 - AOB

It was confirmed that the booths etc for the election would be stored behind the storage Units

David asked if The Countryside Fair could be placed on the April Agenda

Mr Palmer asked if Committee members would support "a meal out" trip for members of the committee. Thoughts should be brought to the April Meeting.

28 – Date of Next Meeting

7.30 11th April AGM - followed by April Management Meeting