

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 13th March 2017. 2017 at 7.45pm

- 1- **Present:** Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs Lynne Lacey (Treasurer), Mrs D Green (Booking Secretary), Mrs H Davies, Mrs A Cooper, Mrs J Thorne, Mr D Pattison, Mrs S Walton, Mrs J Perry.
- 2- **Apologies:** Mr S Newman, Mrs R Smith, Mrs P Stewardson, Mr M Stewardson.
- 3- **Minutes of last Meeting held 13th February 2017**
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**
It was reported that all items had been dealt with. The chairs in the main hall had been checked and the screws tightened where necessary. The black plastic chairs had been located in the new shed. The back steps had been painted. The chair trolley had been left in the main hall. The necessary amendments had been made to google.
All items to be removed from the agenda.
5. **Secretary's Update** – It was noted that a Litter Pick had been arranged by the Parish Council for the 1st April. The Village Hall would be made available for refreshments.
6. **Minor Maintenance**
Filter in kitchen boiler had been replaced- Remove item from agenda
7. **Treasurers Report.**
The Treasurer presented the final audited reports for 2017. There being no questions the report was accepted by the committee members present. They would be presented at the AGM
The financial report for the period ending Jan 2017 was presented to the committee. There being no questions the report was accepted by the committee.
Mr. Hyde (chairman) signed the report.
The Committee agreed that the cautionary fee paid by the Swimming Group would be retained to cover the cost of carpet cleaning. A letter had been sent to this effect. Item to be removed from agenda.
The Treasurer reported that she had been to the bank and withdrawn the items from their safe storage. It was agreed the documents which included The Conveyance The Lease and Land Registry documentation would be stored by John Palmer until further notice (copies were held by The Secretary)
8. **Booking Secretary's Report**
The Report which had been distributed was discussed.
Garry agreed to check the hall following the children's party on the 25th March
There were no requests for Alcohol Licences.
Request for no fee alcohol licences were approved.

Following discussion, it was agreed that with immediate effect Bouncy Castles for use at children's parties would not be allowed in the main hall due to the risk of damage to the main hall floor. The Hiring Agreement and Policy would be amended

9. Doctors Liaison

It was noted that the lease on the doctor's surgery expired in 2019. Garry would initiate the changes by writing to Steve Cowley

10. Health and Safety.

Sanitary disposal units and consumables had been installed in the ladies' toilets. Item to be removed from the agenda

11. Correspondence

As per Agenda

12. Essential Major Maintenance.

The BR list for the period ending Jan 2017 had been circulated.

The hedge had been cut.

13 - Finance Sub Committee –

Having set the budget. The Finance Committee would meet in mid 2017 to monitor progress. Item to remain on agenda

14. User Group Reports

Parish Council – It was reported that LDC had identified two possible development sites. Details would be included in The Connect magazine

Flower Club – Nothing to report

WI . It was agreed that the WI 100 year certificate would be placed in a suitable position in the main hall

WC – Nothing to report

Bridge Club - Nothing to Report

Whittington Players – The Players were putting on a production on the 17/18th March – tickets were available.

15. Buddy -User Group Reports

It was noted that The Mercia Children's Education group were on occasions coming into the hall early disrupting the Keep Fit Class. Garry agreed to speak with both parties.

16. Publicity group. -

Garry had set up the Facebook page. This is available to all groups who wished to post entries.

Open Day – 15th April between 10.00hrs and 14.00hrs.

Actions required

- Several User Groups have indicated they wished to use the event to promote their groups.
- John Palmer had designed the posters. These would be placed around the village. With A1 posters being obtained for the A Board.
- There would be a free raffle with small prizes. Committee members were asked to bring raffle prizes.
- Debi has provided the necessary booking forms
- June agreed to look after Teas and Coffee. Committee members were asked to provide a cake
- Details would be finalised at the April Meeting.

17. Grant Funding – MFL Project update.

Quotes had been obtained for painting the front stage panels in the main hall and decorating the MFL a decision on successful quote to be made at April Meeting .

An application for funding from Screfix had been made a decision was expected by the end of May

18. Grant Funding Options

Rosemary was looking at alternative funding streams. Nothing to report to date.

19. AGM

It was noted that the AGM would be held on Monday 10th April.

Notices would be placed in the Hall on Facebook and in the Lichfield Mercury informing of the event.

It was noted that nomination for User Reps were outstanding from WI, Flower Club, Bridge Club and Parish Council

20. Planters

Following discussion it was decided to look at options for placing planters which would not be a hazard to hall users. The option of placing planters by the bench was considered. As this is Parish Land Garry agreed in the first instance to ask the Parish Councils permission to site the planters.

21. Any Other Business.

Car Park – Illegal use. Garry reported that concern had been expressed over the number of illegally parked vehicles on the car park. It was agreed that the first course of action would be to place notices on the offending cars informing that action may be taken if they continued to park their vehicles illegally. The situation would then be monitored.

22. Date of Next Meeting.

7.15 10th April 2017 . Please note early start as this is the AGM