

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 11th May 2015 at 7.45pm

The Chairman began the meeting by welcoming Mrs H Davis who had been nominated as the Flower Club User Rep.

- 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.
- 2- **Apologies** – Mr D Pattison
- 3- **Minutes of The last Meeting held Monday 13th April 2015 (Amended)**
Amended minutes of the meeting held on Monday 13th April had been circulated.
The minutes were proposed as a true record by Mr J Palmer seconded by Mrs R Smith and signed by The Chairman Mr G Hyde.
- 4- **Matters Arising** –
The Notification of the changes in Bank Signatories following the AGM required signing.
These would then be taken to the bank.
- 5- **Secretaries Update-**
The Secretary informed the Committee that all the necessary changes had been made to the Policies and Procedures documentation and these had been duly signed by the Chairman
A current Address List would be sent to all members
- 6- **Minor Maintenance**
 - a) Secure Sound Limiter. – This item was still in hand
 - b) The Hot Water Boiler in the Kitchen- A replacement water heater had been purchased and installed. Item to be removed from the Agenda
 - c) Two further toilet cisterns had been purchased. One had been used to replace the faulty cistern in the ladies toilet and one was to be retained as a spare. Item to be removed from the agenda.
 - d) The shelf in the cupboard on the kitchen had been repaired. Item to be removed from the agenda
- 7- **Treasurers Report.**
The financial report for the period ending 31st March 2015 was presented to the committee for acceptance. There being no questions the accounts were proposed for acceptance by Mrs R Smith, seconded by Mr S Newman and signed by The Chairman Mr G Hyde.
The Treasurer presented the annual reports for the financial year ending 31st December 2014 for acceptance. These had been previously agreed at the March meeting but had not been available at The AGM. It was noted that Mr Cannon was not listed as a Trustee. The Treasurer agreed to amend the list. The Accounts (with the amended list) would be signed by the Secretary and retained on file
- 8- **Booking Secretary's Report**
The Report was discussed.

Alcohol licences were approved as per the list.

It was noted that it was encouraging to see bookings for 2016 and 2017.

Mr Palmer reported that damage had been caused to the floor in the main hall following a booking for a birthday party on Saturday 9th May. The Committee agreed that in view of the damage the £75 cautionary fee should be retained and the hirers informed accordingly. Arrangements would be put in hand to effect the repair.

9- Doctors Liaison

A letter had been received from The Land Registry. Checks had been made and it was confirmed that no action was necessary.

Arrangements will be made for a meeting by the new chairman (Mr Hyde) after 20th May.

10- Health and Safety.

a) Laminate Surface kitchen.

The work surface had been repaired. Item to be removed from the agenda

b) The annual H&S Audit would be undertaken in June

c) Inventory Costings. – An initial inventory costing had been undertaken this required further investigation and clarification from the insurers.

11- Correspondence

a)The Village Hall Newsletter would be circulated for information. There was an article in the magazine reference Mobility Scooters and liability for any damage or injury. It was agreed that users groups would be contacted to inform them of the requirement for them to check/confirm the insurance status of any with any members who used mobility scooters as it would be the individuals' responsibility for any damage or injury caused by their negligence

b) Email correspondence between The Step Forward Club and the Treasurer had taken place. The Step Forward Club had requested shed storage for chairs and a gazebo. Regrettably the Committee did not feel able to meet this request. Storage at the hall was limited and available only for users' items which would be used in the hall. Additionally the Fire Office had previously expressed concern at the close proximity of sheds to the main hall. There was no free space for an additional shed. Lynne agreed to inform Ian of Step Forward. Further information would be included in the booking form. Garry and Debbi to liaise John Cannon was asked to check with The Parish Council their ongoing requirement for a shed.

12- Upgrades and Refurbishments- Foyer Upgrade

a. **Coffee Morning** – It was agreed that the coffee morning had been a success. Thanks were given to all committee members who had assisted on the day. In particular to Ann and Jackie who had served the refreshments and Rosemary, June, and Garry who had provided cakes

b. The Foyer refurb was nearing completion. The main item outstanding was the collage which was to be placed on the wall facing the entrance doors. Options were circulated but no decision was arrived at. Garry agreed to make further enquiries

13- Essential Major Maintenance.

Updated list(March 2015) had been circulated. There were no questions

14- - Finance Sub Committee –

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

15- Purchase Logo Sign.

Options were circulated. No final decision was made although Silver/red was a preferred colour option

John Palmer agreed to obtain further costings

16- – Storage Facilities

Dates for the work had been agreed costings were awaited. (It was noted that The Foyer refurb Committee would project manage this work)

17- Changes to Key Holder procedures.

It was noted that a local resident had agreed to take on the responsibility for holding the key. It would be necessary to make some changes to our systems and this would be considered by a small working group prior to Betty giving up the responsibility. Garry agreed to speak with Betty to bring her up to date.

18 – Country Side Fair.

The Secretary informed the Committee that she had booked a stall. It was agreed that a small working party would be needed to finalise our arrangements on the day.

The Committee agreed that a generator should be hired to enable us to show slides etc

The Committee agreed that the Hall would take out its normal ¼ page advert in the fair programme.

19. Chair Repairs

Monday 1st June 10.30am was set as a time for available committee members to attend at the hall to repair the chairs. (this normally takes about 1.1/2 hours.)

20. User Group Signs – Notice Boards

Jackie Perry (WI User Group Rep) agreed to let John Palmer have the information for their sign

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

John Palmer agreed to liaise with David Pattison and John Cannon to get further information on the costing of the changes to the main notice board(s)

22. Street Signs-

Still in hand – David Pattison to follow up

23. Any Other business – Urgent and Non Contentious only.

The following items will be put on June Agenda

- a) Heating Main Hall - June Thorne
- b) Flowers in Foyer – June Thorne
- c) Commemoration to Mrs Jamison - options

24 Date of Next Meeting – Monday 8th June 2015 7.45pm