

## Whittington Village Hall

### Minutes of Meeting of Management Trustees

Held Monday 9<sup>th</sup> May at 7.45pm

#### The Chairman welcomed the new committee

- 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 Thorne, Mr S Newman, Mrs D Green, Mrs M Stewardson, Mr P Stewardson, Mrs H Davies
- 2- **Apologies**: Mrs S Walton, Mr D Pattison .
- 3- **Minutes of last Meeting held 11<sup>th</sup> April 2015**  
The minutes were proposed as a true record by Mrs S Newman seconded by Mrs R Smith and signed by Mr G Hyde (Chairman)
- 4- **Matters Arising**  
Some of the crockery had been taken by The Cricket Club Lynne agreed to ask if they wished to take the remainder.  
David had reported that he had repaired the broken shelf in the kitchen cupboard, Item to be removed from the agenda
- 5- **Secretary's Update** – All Items dealt with on Agenda
- 6- **Minor Maintenance**
  1. a)Boiler Maintenance – john Palmer reported that he had made enquiries with British Gas re contract for the boiler. It was agreed to wait until the boiler required servicing before looking again at the British Gas option.
7. **Treasurers Report.**  
The financial report for the period ending March 2016 was presented to the committee. There being no questions these were accepted by the committee and signed by Mr J Palmer (Vice Chairman)  
The Treasurer reported that the £5k transfer action was still outstanding.  
It was noted that there was a £2k surplus in the monthly accounts at the end of March.  
The electricity contract had been renewed at a lower unit cost.  
The Repairs and Renewals costs were running high, due in the main to unexpected toilet and drain repairs.
8. **Booking Secretary's Report**  
The Report was discussed  
Approval for a Alcohol Licence for The Whittington Players on the 17<sup>th</sup> and 18<sup>th</sup> June was approved.  
It was noted that June Thorne would cover the Booking Secretaries duties from May 27<sup>th</sup> to 3<sup>rd</sup> June
9. **Doctors Liaison**  
Nothing to report

## **10. Health and Safety.**

- a) Emergency Key MFL Lobby – Complete – Remove from Agenda
- b) Emergency Lighting Storage area– In hand.
- c) Sanitary Disposal Facilities. – Garry to make enquiries and obtain further costings  
Costing had been obtained for the provision of sanitary disposal bins, disposal bags, and bag dispenser units at a cost of £212 including delivery. It was agreed that this purchase should go ahead.
- d) Emergency Lighting on stage – In hand John Palmer to progress

## **11. Correspondence**

As per Agenda

It was agreed that our membership of The Community Council of Staffordshire should continue

A letter of thanks had been received from The History Society thanking the Committee for the providing storage for archived files.

## **12. Essential Major Maintenance.**

Again it was noted that our miscellaneous costs were running high.

## **13 - Finance Sub Committee –**

Date for meeting set as 26<sup>th</sup> May – Garry had circulated an Agenda.

## **14. Street Signs .** Some progress had been made, with the council suggesting that the sign be placed on land belonging to The Parish Council (once transferred from LDC). A request to place the sign had been made to the Parish Council and an answer was awaited.

**NB** costing still had to be obtained

## **15. Project 9/2016 – Purchase of Round Tables**

The tables and trollies had been received. It was agreed that the tables would not be available for regular use but groups and hirers would have to request their use.

It was agreed that the request should be put on the hiring form

Lynne would advise regular users by email

## **16. Commemoration Mrs Jamison**

David had obtained a costing of between £2-£3k for the provision of an OHP and Screen. It was agreed that it was not possible to take this forward at the present time. It would remain as an agenda item and be taken forward as a project.

## **17. User Group Reports**

WI – It was noted that the rough cupboard edge had been repaired

WWC – Nothing

Bridge Club – Nothing

Flower Club – Flower Club asked if it would be possible for them to gain access to the main hall via the back door of the MFL when bringing in items for demonstrations. It was agreed that whilst there was no objection in principle The MFL now had a booking from 4pm to 6pm which meant this access was not available

Whittington Players – Nothing

## **18. . Buddy User Groups Reports**

Comment had been made that the lobby at the back of The MFL appeared to be hot. It was explained that the radiator was an expansion radiator and had to be on at all times.

**19. Hallmark 3 – Update**

Meeting date to be arranged to check the inventory and undertake a “mock audit”

**20. Replacement Plaque**

Delivery expected w/c 16<sup>th</sup> May

**21. Publicity Group Report**

It was noted that The Publicity Group would also manage arrangements for The Countryside Fair.

A Copy of the notes from the first meeting is forwarded with the minutes.

All actions were agreed.

It was noted that The Coffee Morning had been well supported. Committee members were thanked for their help

**22. Asbestos Report**

It had been observed that the tiles in the old storage room were beginning to deteriorate.

The Asbestos report had indicated that this could be a problem. It was agreed that Lynne would contact an engineer to investigate the problem.

**36. Any Other Business**

None

**37. Date of Next Meeting - Monday 8<sup>th</sup> June at 2016 - 7.45pm**

**Mrs Helen Davies offered her apologies for the next two meetings (June and July)**