

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 8th May 2017 at 7.45pm

- 1- **Present** : Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs A Cooper, Mrs J Perry, Mrs J Thorne, Mr S Newman, Mrs M Stewardson, Mr P Stewardson, Mrs D Green. Mrs R Smith.
- 2- **Apologies**: Mr G Hyde (Chairman), Mr D Pattison, Mrs Lynne, Lacey Treasurer), Mrs S Walton, Mrs H Davies.
- 3- **Minutes of Previous meeting held Monday 10th April 2017**. The minutes of the previous meeting had been circulated they were proposed as a true record by Mr S Newman, seconded by Mrs J Thorne and signed by MrJ Palmer (Vice chairman).
- 4- **Matters arising**.
Policy Documents had all been signed.
- 5- **Secretaries Report**. All items are dealt with on the agenda
- 6- **Minor Maintenance**.
Grey Curtains- Repairs to curtains ongoing
Repairs to Cistern in Gents toilets – Repair had been completed – Remove from agenda
Repair to window MFL had been added to BR List
Car Park Gates – Remain on agenda – ongoing
It was noted that the boiler had received its annual maintenance check.
7. **Treasurers Report**
In the absence of the Treasurer Mrs Jones circulated the monthly report.
It was noted that the expenses of office had been issued and signed for.
The first quarter showed a good rate of hall lettings. The repairs and renewals figures (misc expenditure) was quite high (see BR for information) . The electricity figure had reduced showing the recharge for monies for the doctors surgery.
It was agreed that as proposed by the treasurer the figure of £213.75 (balance due of their payment) should exceptionally be returned to The Canal Trust. However, they should be informed that any future late cancellations may not result in a return of the booking fee
Lynne should arrange the re-payment
The accounts were accepted by the committee
8. **Booking Secretaries Report**
The report which had been circulated was discussed.
Applications for alcohol licenses were approved.
9. **Doctors Liaison**
Garry was in correspondence with Mr Cowley re meeting to discuss lease.
Th ongoing problem with noise levels at the Zumba class will continue to be monitored
10. **Health and Safety**.
A date will be set to arrange the annual review.
11. **Correspondence** Complaint re parking – Langton Crescent. Garry was dealing with this.
12. **Essential Major Maintenance** – List had been circulated to all committee members

13. Finance Sub Committee – Meeting to be arranged for June.

14. User Group Report

W/C Reported that the club was on a trip on Wednesdays 10th May, Cars would be parked on carpark

WI – It was reported that the microphone was now working better

Whittington Players. – Have a performance (Murder Mystery) In June

15. Buddy User Groups Report

Computer Club - John Palmer reported that an engineer was attending on Tuesday 10th May, to attempt to reconcile problems with internet.

Chris reported that she had spoken with The Mother and Toddlers Group with regards to ensuring that adults were always present when the children were outside.

16. Publicity Group

The committee felt that the Open Day had been a success and that the format was one which could be used again.

17. Grant Funding – MFL

A decision on the Screwfix grant funding application was due by the end of May

The painter and decorator had been informed of her success in gaining the MFL contract. Once a decision had been received on the grant application the project timetable would be drawn up.

18. Planters.

Two Planters had been placed at each end of the bench. June was thanked for her work in Obtaining the planters and plants.

19. Countryside Fair.

The relevant people had been informed that the Village Hall would not require a pitch at the Fair. But they would take out an 1/2page advert in the programme. Item to be removed from Agenda

20. Cup and Saucers.

Following discussion members of the committee agreed that they would set up small working groups to wash the cups and saucers and clean the tables. John Palmer said that he thought a Monday morning was the most appropriate time.

21. Hall Anniversary

A proposal had been made that the planned Barn Dance could be used to celebrate the halls 50yr anniversary. Members were asked to bring their thoughts to the next meeting

22. Any Other Business.

Wedding Hall Venue Web Site - Chris reported that she had received information from The Community Council regarding the use of an advertising web site for village halls who wished to offer their hall as a wedding venue. The inclusion on the site was at nil Cost. The Committee agreed that we should trial the web site.

Mr Palmer reported that David intended to weed kill the weeds which were now prolific around The hall.

23. Date of Next Meeting – 7.45pm 12th June 2017