

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 10th November at 7.45pm

1- **Present:** Mr. D Pattison, (Chairman) Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs L Lacey (Treasurer), Mrs D Green, Mr J Cannon, Mrs R Smith, Mrs A Cooper, Mr G Hyde. Mrs J Perry.

2- **Apologies:** Mrs M Jamison Mrs P Hamilton, Mr S Newman, Mrs B Taylor.

3- **Minutes of Last Meeting held Monday 13th October September**

The minutes had been circulated; they were proposed as a true record by Mr J Palmer seconded by Mrs R Smith and signed by Mr D Pattison (Chairman).

4- **Matters Arising. – None**

5- **Secretary's Update.**

Mrs Jones clarified the position re AOB on the Agenda. It was agreed that members would submit any items for inclusion on the Agenda prior to the meeting. The Secretary would email members asking for any items they wished to have included prior to the agenda being sent out.

Mrs Jones informed members of The Neighbourhood Plan Questionnaire which was being delivered to all households in Whittington and Fisherwick. She explained the rationale behind the questionnaire and the importance of it being completed.

6 **Minor Maintenance.**

Mr Palmer reported that he had sourced replacement taps for the gentleman's toilets at a competitive price. It was agreed that they should be purchased and retained in the event of the current taps failing

Mrs Palmer reported that the permanent sign for the Fish and Chip Van had been received. Mrs Lacey reported that she had received a quote for clearing the gutters. The work would be undertaken when all the leaves had fallen

7. **Treasurer's Report.**

The Treasurer presented the accounts for the 9th month period ending September 2014. It was noted that the hall was continuing to run at a small profit. There being no questions acceptance of the report was proposed by Mrs R Smith and seconded by Mr J Palmer. The report was duly signed by the Chairman Mr D Pattison.

The Committee agreed that we should retain £75 cautionary fee following a booking when the hall had been left in a poor state. This was to cover the additional hours the cleaner had found it necessary to undertake and to repair the damage to the walls which had been caused by cellotape being used to fix items to the wall. Additionally a refund would be made to the dancers to cover the inconvenience they had suffered.

It was agreed that no action should be taken following a booking when chairs had been left outside overnight. The cautionary fee would be returned and the people responsible for the booking. They would also be informed that their actions were not acceptable.

8. Booking Secretary's Report

The Booking Secretary's report was discussed.

An Alcohol Licence was approved for Saturday 10th January 2015 and Sat 25th April 2015

The New Play group booking would commence 27th November on a 3month trial.

The New Dance Class have agreed a 6 month trial of one Saturday per month commencing 2015

The Committee agreed that no bookings should be taken which would extend beyond 6pm on a Sunday. This was to ensure that the hall was ready for the dancers who had a regular Sunday night booking. Additionally a member of the committee would check the hall prior to the dancers going in.

9. Doctors' Liaison

Nothing to report

10. Health and Safety.

- a) Kitchen – It was noted that the laminate surface in the kitchen adjacent to the water boiler was lifting and required attention. This was not considered to be urgent but a note would be kept on file for consideration when other work was being completed.
- b) The Mother and Toddlers Group had been advised on Health and Safety and had completed a risk assessment.

11. Correspondence

As per Agenda.

12. Upgrades and Refurbishments- Foyer Upgrade.

- a) Replacement Double Doors – Replacement doors were on order. It was anticipated the work would be completed in 2/3 weeks time.
- b) Replacement flooring – Quotes obtained; work would commence once doors had been fitted.
- c) Decorating – Three Quotes/Estimates had been obtained for decorating the foyer and the back wall in the main hall. Mr Palmer was asked to confirm available start dates and costings from the prospective contractors.
- d) It was agreed that a coffee morning would be arranged once all the work in the foyer had been completed.

13. Essential Major Maintenance.

The updated October list has been circulated. – Nothing further to add.

14 - Finance Sub Committee –

Mr Hyde reported on the meeting which had taken place. The Sub Committee proposed that there be no increase in hiring fees until the next review in 6 months' time (June 2015) This was accepted by the full committee.

Mrs Lacey was asked to inform all regular users

It was agreed to put a note on the web site

A Budget for 2015 had been set taking into account inflation on running costs etc. This had resulted in a possible £700 shortfall in income over expenditure. However The Finance Committee felt that this deficit was manageable.

Mr Hyde thanked Mrs Lacey and Mr Taylor for their hard work in managing the budget.

15. Parish Council Grant.

It was noted that the deadline for The Parish Council Grant Application was the 31st December 2014. The proposal was put forward that the grant application could be to cover the cost of erecting an illuminated Logo on the apex of The Hall. Mr Cannon agreed to check out the regulations regarding illuminated signs in conservation areas and report back to the full committee

16 - Web Site Progress.

As the Web Site was now fully functional it was agreed that this item should be removed from the Agenda

17. Carols Round the Tree.

Final arrangements were agreed

Mr Hyde would arrange purchase of mince pies, serviettes, and plastic cups.

Mr Palmer would arrange for the “liquid refreshments” including suitable drinks for the children

18. Purchase and Siting of Logo

See Item 15

19. New Storage Facilities – Main Hall

The Committee were in agreement with the proposal to “build” new storage facilities in the Main Hall.

Mr. Cannon agreed to draw up schematic diagrams for the project

Mr Hyde agreed to progress an application for Grant Funding from Staffordshire Community Council

Mr Palmer agreed to obtain full quotes/estimates for all the necessary work involved in this Project.

20. Staffordshire CC Newsletter

This would be circulated to all members.

21. Hall Decoration for Christmas

The date of the 28th November 2pm was agreed. If possible committee members were asked to assist.

22. Purchase New Flags

Purchase of flags had been arranged.

23. Replacement Lighting Main Hall

The Committee agreed that should one light failed in the main hall, given the difficulties associated with replacing them, all lights should be replaced in one go.

24. Renewal Hall Insurance

Renewal notification had been received from our insurers. It was noted that this was the second year of our three year agreement. The policy had been amended to reflect an increase in the insured value of our contents and this had resulted in a small increase in the premium

Invoices had been passed to Mrs Lacey for payment.

25. Any Other Business

The Committee agreed that Mrs Smith could borrow the cups and saucers for use at the

coffee morning following the service at The War Memorial.

Mrs Perry reported that the Hearing Loop system still did not appear to be working. Mrs Perry was asked to contact the member who was experiencing difficulties in order that A member of The Committee could check it out.

It was clarified that subject to a club having a satisfactory evacuation procedure there was no requirement for members to be booked/signed in. Anyone seeking advice on an evacuation procedure should speak to Mr Hyde.

26 Date of Next Meeting – 8th December 2015 7.45

Mr Cannon offered his apologies for this meeting.