

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 14th November 2016 at 7.45pm

- 1- **Present:** Mr G Hyde (Chairman) , Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs Lynne Lacey (Treasurer), Mr S Newman, Mrs D Green (Booking Secretary) Mr D Pattison, Mrs H Davies, Mrs A Cooper, Mrs S Walton, , Mr M Stewardson, Mrs J Thorne, Mrs J Perry.
- 2- **Apologies:** Mrs R Smith, Mrs P Stewardson
- 3- **Minutes of last Meeting held 10th October 2016**
The minutes were proposed as a true record by Mr. S Newman seconded by Mrs D Green and signed by Mr G Hyde (Chairman).
4. **Matters Arising**
Yellow crockery had been disposed of. – Remove from agenda
Change of name on Licence – Application submitted to LD – Remove from Agenda
5. **Secretary's Update** – All Items dealt with on Agenda
6. **Minor Maintenance**
Flush mechanism in one toilet in the ladies' toilets was not working. Repair completed – remove from agenda
Window vertical blind strip in kitchen was broken John Palmer to arrange repair.
7. **Treasurers Report.**
The financial report for the period ending Sept 2016 was presented to the committee. There being no questions the reports were accepted by the committee.
Mr. Hyde (chairman) signed the report and the bank statements.
Lynne reported that she had had a meeting with David Taylor to discuss next years' budgets.
8. **Booking Secretary's Report**
The Report which had been distributed was discussed.
It was noted that there were several new bookings which was encouraging.
9. **Doctors Liaison**
Nothing to report
10. **Health and Safety.**
 - a) It was noted that the Emergency Collection Point required moving as it was located too close to the main building- Following discussion John Palmer agreed to seek advice from The Fire Officer
 - c) Evacuation procedures required testing along with procedures for operating the fire alarm. The 2nd December 2pm was agreed as the testing date. This was also the date for putting up the decorations in the hall.
11. **Correspondence**
As per agenda.
12. **Essential Major Maintenance.**
The BR list for Sept had been circulated. The main item on this was the cost of the soak-away.

13 - Finance Sub Committee –

15th November 2016 was set as the meeting date.

14. Commemoration Mrs Jamison.

Replacement Shed.

A shed had been purchased which had reduced the overall cost of this project by approx £400. A Quote had been received from the local builder for the ground work and it was

It was agreed that the work would go ahead. The secretary would write to Mrs Jamison's Son informing him how the Committee had spent the remainder of her legacy

15. User Group Reports

Flower Club – It was confirmed that Whittington Players were aware of the space required on the stage. Flower Club had reported a stale must smell in the MFL. This was an ongoing problem with the storage of the wet mop. It would be monitored, Whittington Players had kindly donated tickets for their forthcoming production to committee members.

WC would be using the car par on the 23rd November – Club members were going on a trip.

16. Buddy -User Group Reports

Nothing to report

17. Publicity/Countryside Fair

A date would be set in January for the working group to meet.

18. Carols Round The Tree – update at end of minutes.

19. Parish Council Shed – see item 14 – remove from agenda

20. Hall Insurance Renewal

Quotes had been obtained from several suppliers. On balance our current supplier ZURICH Offered the best rates with a particularly attractive offer on a 5 year tie in contract.

The Committee agreed to accept a 5-year contract. The Secretary would progress the application.

21. Pensioners Party – Hall Hire.

After discussion, it was agreed that in line with the principals of Hallmark 3 (supporting for the community) Exceptionally The organisers of The Pensioners Christmas Party would not be charged for the hall hire and a credit note for the charge would be raised. It should however be noted that this would not necessarily become an automatic entitlement in future years.

22. Repairs to red side curtains in main hall.

David Pattison agreed to effect a repair to the side curtain rails in the main hall. Item to remain on the agenda

23. – Business Plan –

A review had been undertaken. The document will be circulated by the chairman and discussed at the January Meeting

24 – Deputies for Secretary and Treasurer's positions. –

As an element of The Business Plan this will be discussed at the January meeting.

25 Parish Council Grant. A

A final decision on the criteria and allocation of funds had still to be made by the council. Item will remain on the agenda awaiting further information.

26. Any Other Business –

It had been noted that the postcode on the web site was incorrect this had been amended
Lynne agreed to repair the grey curtains at the back of the stage, these were becoming worn
with the rufflet tape requiring re-attaching.

River of Flowers- Chris raised the issue of the River of Flowers WFEG project and the actions
Proposed for Swan Park. The Chairman felt that was a contentious item and should be
brought forward to the January meeting.

26. Date of Next meeting Monday 12th December

**The meeting would take place after Carols Round The Tree and would only consider urgent
Items**

Carols Round Tree – Check List

- Book Village Hall – Booked
- Book Christmas Tree – Arranged with Parish Council
- VH to arrange Mulled wine and mince pies. – John Palmer to arrange Mulled Wine /Garry to arrange purchase of mince pies.
- Contact Vicar re service – Vicar had agreed to lead the “service”
- Arrange for Lights/Sound to be erected – David Pattison agreed
- Arrange Work Party to erect tree – Parish Council to arrange
- Publicise Event – VH To arrange
- Contact Whittington Primary School – Invite School Choir. Choir were not able to attend
- Invite Community Choir – they had agreed to attend
- Ask Megan Barr to arrange musicians – Megan notified.
- Purchase Polystyrene cups and banqueting roll / Rosemary has done this in the past. – check she is still able to take this on board.