

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 13th November 2017 at 7.30 pm

- 1- **Present:** Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs Lynne Lacey (Treasurer), Mrs A Cooper. Mrs R Smith, Mr J Hall, Mrs H Davies, Mrs J Thorne, Mr S Newman, Mrs P Stewardson Mr. M Stewardson, Mrs J Perry ,Mr D Pattison.
- 2- **Apologies** None
- 3- **Minutes of Previous meeting held Monday 9th October 2017** The minutes of the previous meeting had been circulated, they were proposed as a true record by Mr J Hall seconded by Mrs R Smith and signed by Mr G Hyde (Chairman).
- 4- **Matters Arising**

Replacement smokers boxes – suitable boxes had been identified at a cost of £33.00 each
An order would be placed.

Weed Killer front main hall - This task was ongoing.

Gifts and cards had been purchased.

All the tables had been cleaned by our contract cleaner.

John, Garry and Chris had attended the Hallmark Training day and had found it very useful
- 5- **Secretaries Report.**

Village Hall Web Site. It was agreed that a small working party would be set up in the New Year to look at ways of improving the web site. John Palmer and Steve Newman agreed to lead this project.

Cleaning Contract – The trial period for the cleaning contract was coming to an end. Contact had been made with Anna Sepko who had confirmed that she was content for her company to continue with the contract on its current terms. An addendum to the contract would be drawn up for signature.
6. **Minor Maintenance**

Car Park Closure. It had been agreed that in the first instance, new signs would be purchased which would be placed in a more prominent spot at the entrance to the car park. Prices had been obtained for 2 signs (fitted) £464 this would be included in next year's budget.

It was also agreed the posts as detailed in the agenda paper would remain on the agenda.

Mop storage cupboard work completed – remove from agenda

Blinds - following discussion it was agreed that as the blinds in the kitchen had fallen into disrepair they would be removed. It was not felt necessary to replace them.

It was agreed that spare items would be purchased to effect repairs to the front elevation blinds

New Tea Pots had been purchased for use by groups in the main hall.
7. **Treasurers Report**

The report for the period ending September was circulated.

There being no questions the report was recommended for acceptance by Mrs Smith, seconded by Mr S Newman and signed by the chairman, the chairman also signed the bank statements.

Policy on free tickets for committee members at hall events.

Following discussion, it was agreed that it was not practicable to implement a blanket policy. Given the small number of events organised by the committee a decision would be made prior to each event, this amendment would be added to the finance policy.

It was agreed that given the cost of the Abba tribute band there would be no concessions and all tickets would be sold at full price £15.00 per ticket.

It was noted that Debi had returned £60 balance of her expenses of office. This money was transferred to Garry and Chris who had agreed to take on the Booking Secretaries duties

8. Booking Secretaries Report

The reports for the period ending 31st December 2017 had been circulated and was discussed.

It was noted that Judith was now being given details of when cleaning was required. She was content with this change.

Cancellation charges – Regular Users. It was agreed to implement a policy of imposing a cancellation/Admin charge on regular users when insufficient time was given of a cancellation. (ie less than 1 weeks' notice) It was also agreed that there was a need for regular users to sign an annual booking form, this to include any changes to booking conditions.

This would be implemented in 2018

Fish and Chip Van – It was noted that contact had been made from a franchisee who asked for permission to use the car park to park his fish and chip van.

Following discussion, it was decided that due to ongoing parking difficulties it would not be possible to lose any parking spaces to a chip van.

Main Hall Floor Cleaning.

The floor of the main hall will be cleaned and sealed on 28th/29th/30th December

Judith had asked if the chairs and tables could be moved onto the carpet prior to cleaning

It was agreed that the chairs etc would be moved 27th December 9.00am

With the chairs etc being returned at 8.30am on Saturday 31st January

9. Doctors Liaison

This item to remain on the agenda. Garry would chase in mid 2018

10. Health and Safety.

There was a possible need for a sign over the door into the doctors indicating that it was not a fire exit. This would be considered further by John Palmer and Garry Hyde once the lobby had been decorated.

11. Correspondence.

Food Safety Hygiene Report – Garry had completed the LDC questionnaire

12. Essential Major Maintenance – List for Sept 2017 had been circulated to all committee members

13. Finance Sub Committee –

Meeting to be arranged.

14. User Groups Report

Bridge Club had made comment that the hall was cold. It was again suggested that someone went in early to put the radiators on.

The Wednesday Club would be out on their Xmas Meal on the 22nd November but would be using the car park

There was an invite to all committee members to come to the Wednesday Club on the 20th December for the Christmas celebrations.

15. Buddy User Groups Report

Denise had returned to the MFL for her class. The issue over a conflict of timing had been resolved.

Play Group had been given a key to a cupboard in the kitchen

16. Publicity Group

The notes from the Publicity Group had been circulated.

The Barn Dance had been a success with £580 profit being made.

Carols Round The Tree – December 18th starting at 6.30 – Tasks requiring action were detailed in the notes.

If possible committee members were asked to arrive a little earlier for setting up.

Hall Decoration it was agreed that the decorating of the hall would take place on Thursday 30th November 2017 at 2.00pm

Taking Down Decorations – Friday 5th January 2018

ABBA – 24TH March – Committee members are advised tickets are selling fast. If you require tickets please speak to Chris, Garry or John Palmer.

17. MFL Refurb

The new fire door had been fitted.

Replacement sealed unit was in hand.

Decorating would be carried out w/c 15 January. Users of the MFL had where possible been offered alternative times in the Main Hall.

Discussion took place on the colour options.

The following were agreed – white ceiling, door, architrave and skirting board

It was not possible to agree the wall colouring Lynne agree to paint/put sample options in the MFL for committee members to make their choice.

A decision would be required by next meeting. (18th December)

18. Fortress Recycling. –

Food Recycling system now in place, 3 bags had been separated and put in the bin in the last month.

19. Insurance Renewal

The committee agreed to accept the Insurance Quote from our current supplier.

20. Any Other Business.

**It was noted that Garry and Chris would be on holiday 29th November to 15th December
John Palmer was also away 13-15th December and 22nd – 28th December**

Date of Next Meetings

– Monday 18th December after Carols Round The Tree

- Monday 8th 2018 January 7.30