

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 9th November 2015 at 7.45.

- 1- **Present** : Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs A Cooper, Mrs L Lacey (Treasurer), Mrs D Green, Mrs H Davies, Mrs R Smith, Mrs J Perry, Mrs J Thorne.
- 2- **Apologies**: Mrs J Wilson. Mr S Newman, Mr. D Pattison, Mr M Stewardson, Mrs P Stewardson, Mr J Cannon.
Mr Hyde informed the committee of the death of Mrs Pat Hamilton.
Pat had been a member of The Village Hall Committee for a number of years but had recently retired her position due to bad health.
It was agreed that either flowers or a suitable donation would be sent from the committee. Funeral details would be circulated to The Committee.
- 3- **Minutes of The last Meeting held Monday 12th October 2015**
The minutes were proposed as a true record by Mrs R Smith seconded by Mr J Palmer and signed by The Chairman Mr G Hyde.
- 4- **Matters Arising**
None - All items dealt with on the agenda.
- 5- **Secretary's Update**
None all items dealt with on the agenda
- 6- **Minor Maintenance**
 - a) Secure Sound Limiter. – This item was still in hand.
 - b) Mrs Smith reported that it had been noted that the treads on the steps up to the stage were worn. It was agreed that these would be re-taped.
 - c) It had been found that the batteries in the kitchen fire alarm door stops required replacing.
- 7- **Treasurer's Report**
The financial report for the period ending 30th September was presented to the committee. There being no questions acceptance of the report was proposed by Mrs Smith, seconded by Mrs Davies and signed by The Chairman Mr Hyde.
- 8- **Booking Secretary's Report**
The Report which had been previously circulated was discussed.
There were no applications for alcohol.
It was noted that there was a children's party on Sunday 15th November, Debi agreed to check the hall prior to the dancers booking.
It was agreed that Mrs Smith could borrow the plates to enable the food for the pensioner's party to be plated up.
- 9- **Doctors' Liaison**
There were no issues at the present time.

10- Health and Safety.

- a) Mr Hyde reported that he now had the paint for the back stairs. The work would be undertaken at the earliest convenient dry date.
- b) It was also noted that Mr & Mrs Stewardson had agreed to look at our H&S policies. Mr Hyde would liaise with them to take this work forward in the new year.
- c) The Sunday Dancers had complained saying the floor in main hall was slippery. The System of Work for cleaning the floor had been checked out with the manufacturers and we had been informed that we were following the proper procedures. The situation would be monitored.
- d) First Aid Boxes have been checked.- Possible new box required for MFL

11. Correspondence

As per Agenda

An email had been received from Mr Cannon informing The Committee that The Parish Council had instructed their solicitors to finalise arrangements for the transfer of land on Langton Crescent to the Parish Council.

Email to Mike Kinghan saying we did not wish to take up the battery/electricity storage option.

12. Upgrades and Refurbishments- Storage Facilities

It was anticipated that the storage work, including decorating would be completed by the end of December. Once completed storage would be allocated.

13. Essential Major Maintenance

The List for the end of September to be circulated with minutes. The list would reflect the increase in our reserve figure.

Damage had occurred to wooden flooring in the main hall. One plank had been broken.

Repairs would be considered in the New Year. January Agenda

14. Finance Sub Committee

A date would be set in November for The finance Sub Committee to meet to consider projects for 2016 .

It was noted that the draft contract had been given to Mrs Berry for her acceptance and signature. She had requested a couple of amendments these would be actioned by the Secretary and re- presented to Mrs Berry for her final acceptance.

15. Purchase Logo Sign

No further action at present time. Item to remain on agenda.

16. Street Signs.

Mr Pattison had obtained the necessary documentation from LDC and agreed to process the application.

17. Grant Application.

Morrison's. An email requesting further information had been received this would be forwarded.

Parish Council

An application had been submitted to t the Parish Council for £750 for funding towards the cost of the round tables.

Staffs County Council Major Capital Projects.

The completion certificate for this grant would be submitted in the coming days at which point the monies would be released into The Village Hall Bank Account.

18. Commemoration to Mrs Jamison

Mr Pattison had reported that the plaque for Mrs Jamison had not yet been completed, he would continue to progress

A costing had been obtained for a replacement stainless steel plaque for "Les' Bench" this would be placed on the January Agenda

19. Hall Insurance

A revised quote of £1408.57 had been received this taking into account our request for an increase in the rebuild cost (based on the Surveyor's costings) and furniture and fittings costings. The committee agreed that this was acceptable. The Secretary would inform the Insurers.

It was also agreed following explanation and discussion that the committee did not feel it was necessary to take Trustee Indemnity cover.

20. User Group Liaison

This would be placed on the agenda in January 2016 and would be a standing agenda item..

21. Hallmark 3

This would be placed on the agenda in January 2016

22. Carols Round The Tree

The following arrangements were agreed,

Carols Round event starts 6.30 – estimated numbers 120

David and Steve would be in charge of the lighting.

Garry would arrange purchase of mince pies

Garry would also provide banqueting role

Rosemary agreed to liaise with Megan Barr/Claire Kirk re music, choir hymn sheets etc

Rosemary would arrange purchase of cups and serviettes.

John and Pamela Palmer to organise Mulled Wine and soft drinks. John asked committee member to provide large saucepans for the mulled wine

Mr Hyde then reported that he had received confirmation from The Parish Council that they were content for the Village Hall Committee to take over the organisation and funding of Carols Round The Tree from December 2016. It would be placed on the agenda in August 2016

23. Replacement Commemorative Plaque –

See Item 18

24. Any Other Business

Representatives of The Flower Club were advised to speak with either Steve or David regarding the hall lighting for one of their demonstrations

Mr Palmer reported that the external door to the MFL had not been properly secured when the hall had been vacated. Discussion as to the options available was discussed. It was agreed that it should be placed on the January Agenda. In the mean time Lynne agreed to email all users asking them to ensure that **All Doors** are properly secured when the building is vacated.

Committee members were reminded that the Christmas decorations would be put up on Friday 4th December at 2pm

Decorations would be taken down on Tuesday 5th January at 7pm.

25. Date of Next Meeting

December 14th following Carols Round The Tree

NB. This would be a quick meeting with limited agenda items. Treasurers Report, Bookings Secretaries Report and any urgent items.