

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 13th October 2014 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 S Newman. Mrs B Taylor, Mr J Cannon, Mrs R Smith Mrs A Cooper, Mr G Hyde.
- 2- **Apologies:** Mrs M Jamison Mrs P Hamilton , Mrs J Perry
- 3- **Minutes of Last Meeting held Monday 8th September**

The minutes had been circulated, they were proposed as a true record by Mr Steve Newman seconded by Mrs L Lacey and signed by Mr J Palmer (Vice Chairman)
- 4- **Matters Arising. – None**
- 5- **Secretary's Update.**

Mr Palmer reported that along with Mr Hyde and Mrs Jones he had attended The Staffordshire Community Council AGM where he had been presented with our Hall Mark two certificate. This certificate recognises The Hall Mark two standard the hall had achieved. Chris Jones also reported that she had been successful in winning The Staffordshire Community Halls photographic competition and had been presented with a certificate. It was agreed that both certificates should be displayed in the hall and on the web site.
- 6- **Minor Maintenance.**
 - a) Weatherboard Doctors, Surgery – The work had been completed. Item to be removed from the agenda
 - b) External lights – The work had been completed. Item to be removed from the agenda
It was reported that the telephone wires to the doctor's surgery were hanging loose. It was confirmed that this repair was the responsibility of the NHS.
- 7 **Treasurer's Report.**

The Treasurer presented the accounts for the period ending the 31st August 2014. It was noted that the hall was continuing to run in profit. There being no questions acceptance of the report was proposed by Mr G Hyde and seconded by Mr J Palmer. The report was duly signed by the Chairman Mr D Pattison.

Mrs Lacey reported than an invoice for the rent arrears had been forwarded to The Doctors' Surgery

The Committee agreed that we should retain £50 from a 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.

The Treasurer submitted a list of current user group charges. Acceptance was proposed by Mr Palmer and seconded by Mr Hyde.
- 8 – **Booking Secretary's Report**

The Booking Secretary's report was discussed.

An Alcohol Licence was approved for 9th May 2015

An enquiry had been received from a prospective hirer interested in starting a play group. It was agreed following discussion that to enable this booking to go ahead storage would be made available in one of the outside sheds. This would involve moving the plastic chairs. It was noted that the Zumba class had moved from Wednesday Morning to Monday Morning Mrs Green reported that she had received a request from a prospective hirer who wished to book the hall (possible Friday/Saturday evenings) for 44 weeks. The Committee agreed that this was not possible as it would prevent local villagers and hirers from using the hall for parties, weddings etc.

It was agreed that any hiring fees resulting from cancelled Diocese meetings would be returned to the hirer.

For clarification it was noted that it was NOT necessary for individuals hiring the hall to obtain TENS licences. The Chairman of the Village Hall had delegated authority to grant Alcohol Licences. Neither was it necessary for a member of the committee to be present at such events; our T&C's made it necessary for hirers to nominate a responsible person.

9. Doctors' Liaison

It was agreed that a signed copy of the lease should be retained by The Secretary and also in the central file.

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.

11. Correspondence

A copy of The Annual Report of The Community Council of Staffordshire was handed to Mrs Smith for general circulation.

Broad Band Facility: The Committee agreed that costs appertaining to the provision of a Wi-Fi service would be paid for by the Hall as it was considered to be a facility to all users.

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) 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 August list had been circulated. – Nothing further to add.

14 - Finance Sub Committee –

The next meeting would take place at 1.30pm on Thursday 30th October 2014.

15. Organisational Review

Mr Hyde circulated the amended "Appendix G" Role of Chair Person document. This formally notated the changes to the tenure of The Chairperson. The changes were unanimously agreed. The revised copy will be included in the Policy and Procedures Document retained by The Secretary. This item would now be removed from The Agenda.

16 - Web Site Progress.

It was reported that the hall's bookings were now recorded on the web site. Both Mrs Green and Mr Newman were congratulated on the excellent web site.

It was agreed that minutes of The Trustees meeting once agreed and signed would be placed on the web site.

17. Carols Round the Tree.

The date and time had been agreed as Monday 15th December 7.00pm.

The following had been agreed by e-mail with The Parish Council Chairman:

The Village Hall would provide the mince pies. The Parish Council would cover the costs of the mulled wine.

Mr Pattison and Mr Newman agreed to do the lighting and sound.

The Parish Chairman was liaising with the vicar re choirs, music etc.

18. Any Other Business

It was noted that a sign was being obtained to indicate the reserved space for the fish van. The cost of the sign was to be covered by the fish van owner.

It was agreed to go ahead with the locating of The Village Hall Logo on the front of the Village hall. It was agreed that costings for this work should be obtained and brought back to the committee.

Decorating Hall for Christmas: The date of Friday 28th November was set. Time to be agreed at the next meeting.

Mr Newman reported that HATS had re-branded and were now Whittington Players. This was effective from 1st October 2014. Mr Pattison also reported that the flooring under the stage was now fully covered.

It was noted that The Parish Council grant application would be due in by the end of Dec. The item would be placed on the November agenda for discussion by the full committee.

Mr Cannon agreed to ask The Parish Clerk to contact the publican again re removal of the pile of wood on The Bell Inn Car Park. It was noted that this problem was not one over which The Village Hall had any authority.

Given the poor state of the flags Mr Pattison agreed to get obtain cost for the supply of replacement flags.

Problems had been reported with The Hearing Loop. Mr Pattison and Mr Newman had affected a repair.

Users were asked to note any problems and report them back to the committee.

Given that there would be a requirement to use scaffolding to replace the lights in the main Hall a proposal was made that when one fails they should all be replaced at the same time. Options had been submitted to Mr Palmer. He was asked to obtain approximate costings for

this work and bring it back to the next committee meeting for consideration by The Finance Committee.

A proposal was made that we should consider purchasing round tables and a trolley and erect new storage facilities in the main hall.

Given the likely high cost of this work Mr Palmer was asked to bring back full costings to a future meeting.

20 Date of Next Meeting -7.45 10th November 2014

Apologies for this meeting were noted from Mr Newman and Mrs Taylor.

A note from The Secretary

Given the number of significant items which are being brought up under ANY Other Business I would like to propose that I send out an email one week prior to the meeting asking for any new items anyone would like placed on the Agenda. I could then include them as an agenda item and circulate any supporting submissions/costings etc. This would give all committee members time to consider the items rather than us feeling rushed into making on the spot decisions.

We would then only take urgent items under AOB

This system is common practice on many committees but I do appreciate you may feel you don't want a change. But to show how it works I will put this suggestion on the next agenda.

The Cleaner is taking leave from Thursday 13 to Sunday 16th November (inclusive).