

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 10th October 2016 at 7.45pm

- 1- **Present** : 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,
- 2- **Apologies:** Mrs R Smith, Mr G Hyde (Chairman), Mrs P Stewardson, Mr M Stewardson, Mrs J Thorne
- 3- **Minutes of last Meeting held 12th September 2016**
The minutes were proposed as a true record by Mr. S Newman seconded by Mrs D Green and signed by Mr J Palmer (Vice Chairman)
4. **Matters Arising**
Disposal yellow crockery In Hand
Change of name on Licence – In Hand
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. Mr Palmer agreed to arrange a repair.
It had been necessary to arrange an emergency call out to repair the gas boiler. It was found that the control board required replacing at a cost of £300 approx the work had been completed.
7. **Treasurers Report.**
The financial report for the period ending August 2016 was presented to the committee. There being no questions the reports were accepted by the committee.
Mr. Palmer (Vice Chairman) signed the report and the bank statements.
8. **Booking Secretary's Report**
The Report which had been distributed was discussed.
It was noted that Morgan (the dancer) had cancelled her booking as she had obtained her own new premises. An Associate teacher would take on one of our free slots.
Bojangles had confirmed they would commence Tuesdays 2.15 to 5pm
Two applications for alcohol licences had been received.
Whittington Bowling Club 6th May 2017 and LDC 8th April
Both applications were approved.
9. **Doctors Liaison**
Nothing to report
10. **Health and Safety.**
 - a) Sanitary Disposal Facilities. – To be referred to Finance Committee – remove from main agenda
 - b) 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 pm was agreed as the testing date.

11. Correspondence

As per agenda.

12. Essential Major Maintenance.

Work on the soakaway had been completed. – Item to be removed from agenda

PA Testing had been completed.

Fire Alarm had been checked and tested.

13 - Finance Sub Committee –

The Treasurer circulated a memo detailing work which required completion prior to the budget being set. All relevant parties to note requirements.

14. Street Signs

Signs had been erected. Item to be removed from agenda. Mr Pattison was thanked for his efforts in arranging the erection of the signs.

15. Commemoration Mrs Jamison

OHP It was agreed to transfer this item to the Finance Committee for consideration in 2017 Budget. Item to be removed from main agenda

16. User Group Reports

WI – Nothing

WWC – Car park would be used by members on the 23rd November

Flower Club – Flower Club reported that one of their main events would take place on the 23rd November. They asked for confirmation that the full stage would available on that date.

Availability was confirmed by Steve Newman

Whittington Players – Nothing to report

Parish Council – Nothing to report

17. Buddy User Groups Reports

Nothing to report.

18 .Hallmark 3 – Update

Mr Palmer reported that along with The Chairman and Chris Jones he had attended the Community Council AGM where the hall had been presented with The Hallmark 3 Certificate. It was noted that the accreditation lasted for 3 years. Item to be removed from the agenda. Mr Palmer thanked all committee members for helping us to achieve this award

19. Publicity Group /Countryside Fair.

It was agreed that the publicity Group would need to meet at the earliest opportunity to address upcoming issues.

20 Asbestos Report.

Contact had been made with the consultant. He had suggested that the damaged tiles could be lifted and then screeded at an approx. cost of £200. Item to be placed on Finance Committee agenda for consideration in 2017 budget. Item to be removed from main agenda

21 PA Testing.

See Item 12. Remove from agenda

22 Carols Round The Tree

A List of required actions had been received from The Parish Council – This is attached at the End of the minutes.

Chris asked if The Computer Group would be able to produce some flyers.

23. Parish Council Shed.

The Parish Council shed had been removed. A quote had been received for a replacement shed. Given the cost Mr Palmer was asked to obtain a second quote.

24 – Business Plan – In the absence of the chairman this was carried over to the November Mtg

25. – Deputies for Secretary and Treasurer’s positions. - In the absence of the chairman this was carried over to the November Meeting

26. Parish Council Grant. It was agreed that this item should remain on the agenda pending a Decision on grant allocation by The Parish Council

25. Any Other Business – It was agreed that the Fish and Chip man be allowed to place a flyer on The outside Notice Board.

26. Date of Next meeting Monday 14th November 2016 at 7.45 Whittington Village Hall

Carols Round Tree – Check List

- Book Village Hall – Booked
- Book Christmas Tree – Arranged with Parish Council
- VH to arrange Mulled wine and mine pies. – arranged.
- Contact Vicar re service – Lynne to make contact
- Arrange for Lights to be erected – David Pattison agreed
- Arrange Work Part to erect tree – Parish Council to arrange
- Publicise Event – VH To arrange
- Contact Whittington Primary School – Invite School Choir
- Invite Community Choir
- Ask Megan Barr to arrange musicians – Megan notified.