

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 9th October 2018 at 7.45pm

- 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.
- 2- **Apologies:** Mrs H Davies, Mrs J Thorne, Mr S Newman, Mrs P Stewardson, M Stewardson, Mrs J Perry, Mr D Pattison
- 3- **Minutes of Previous meeting held Monday 9th Sept. 2017** The minutes of the previous meeting had been circulated, they were proposed as a true record by Mr J Palmer seconded by Mrs A Cooper and signed by Mr G Hyde (Chairman).

Mr J Hall who had attended as an observer at the September meeting indicated that he was willing to be co-opted onto the committee and there being no objections he was duly appointed with immediate effect.

4- **Matters Arising**

The Chairman reported that Mrs S Walton had resigned from the Parish Council and was no longer eligible to be the Parish Council Representative. She had also indicated that she did not wish to continue on the Village Hall Committee. Mr Hyde reported that he had been appointed as The Parish Council Rep with immediate effect.

John and Garry had attended The Staffordshire Community Council AGM.

The Hallmark refresher training was due to take place on the 23rd October John Palmer Garry and Chris had indicated they were willing to attend.

Replacement Smokers Box - Order not yet placed.

Weed Killer – Some work had been undertaken by the Parish Council but further work was required. – Item to remain on agenda

5- **Secretaries Report.**

All items dealt with on the Agenda

6. **Minor Maintenance**

Car Park Gates – Quotes were being obtained for Private Car Park signs. These would be costed into the 2018 budget

It was also agreed to purchase chains and posts as detailed in the agenda paper and that this work should be costed into the 2018 budget. Item to remain on agenda

A proposal to site a built-in cupboard in the lobby to store the bucket and mop was given further consideration and it was agreed that one should be erected. Expected to be completed by weekending 20th October

It was noted that the radiator in the lobby had been removed. Item to be removed from agenda

The hand dryer in the Doctor's Toilet had been replaced – Remove item from Agenda

It was noted that a leak on in a pipe leading to a radiator had been repaired.

7. Treasurers Report

The report for the period ending August was circulated.

There being no questions the report was accepted by the committee. The chairman also signed the bank statements.

8. Booking Secretaries Report

It was noted that as an interim measure Chris and Garry had taken on responsibility for Booking Secretary duties.

The reports for the period ending 9th October were discussed. It was agreed that in future the report would be circulated to all committee members via email.

A further change would be made to the way in which alcohol licence applications were dealt with. Licences would be approved Garry as Chair and Licensing authority and brought to the committee for information only.

Garry also indicated that he wished to standardise the weekend booking rates for all future bookings. This was accepted by the committee and would come into effect immediately for all new bookings.

It was anticipated that Allison would take over in March/April 2018

9. Doctors Liaison

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

See Agenda – No actions required.

12. Essential Major Maintenance – List up to August 2017 to be circulated to all committee members

13. Finance Sub Committee –

Report from the meeting held on 4th Sept had been circulated.

All action points were agreed by the committee and will be progressed from the minutes circulated.

The Financial Policy will be amended to reflect changes re deposit account.

14. User Group Report

No Issues Raised.

15. Buddy User Groups Report

Denise had returned to The MFL for her class.

16. Publicity Group

It was noted that the sales of Barn Dance tickets were slow, committee members were asked to continue to press for sales.

It was agreed that User Groups would be asked for Raffle prizes. Lynne agreed to email all users

The meeting agreed that Abba Tickets would be available at the Barn Dance. John Palmer agreed to print tickets and some A5 flyers to go on the tables.

Publicity Group meeting arranged for Monday 30th October 10.00am at Rosemary's

17. MFL Refurb

Arrangements had been made for the new door to be fitted on Tuesday 10th October.

Garry agreed to check the MFL prior to the Yoga Class in at 6pm.

Arrangements would then be made to fit the replacement double glazing unit.

Garry agreed to make contact with Nicki the decorator with a view to agreeing a start date.

18. Planters.

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

19. Fortress Recycling. –

Food Recycling system now in place. To be monitored for 3 months.

20. Any Other Business.

It was agreed that a thank you gift and card would be given to Judith and Debi for their sterling work. Lynne agreed to arrange the purchase of the gifts.

John reported that there had been some complaints regarding the state/cleanliness of the tables. After discussion it was agreed to ask “Shine Anna Sparkle” if it would be possible for her to arrange a cleaning party. It was noted that this was a two person job.

Chris agreed to make necessary arrangements.

22 Date of Next Meeting

Monday 13th November 7.30pm

Please Note.

The committee agreed a revised meeting start date