

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 12th October 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), Mr S Newman, Mrs D Green, Mr D Pattison, Mr M Stewardson, Mrs P Stewardson, Mrs H Davies, Mrs R Smith, Mr J Cannon.
- 2- **Apologies**: Mrs J Perry, Mrs J Wilson. Mrs J Thorne
- 3- **Minutes of The last Meeting held Monday 14th September 2015**
The minutes were proposed as a true record by Mr S Newman 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**
Mrs Jones asked that "River of Flowers" be added as an agenda item- see 22a
All other items were dealt with on the agenda
- 6- **Minor Maintenance**
 - a) Secure Sound Limiter. – This item was still in hand.
 - b) It was noted that a new Gas and Water Smart Meter had been fitted.
Item to be removed from agenda
- 7- **Treasurer's Report**
The financial report for the period ending 31st August 2015 was presented to the committee for acceptance. There being no questions the accounts were proposed for acceptance by Mr J Palmer, seconded by Mr D Pattison and signed by The Chairman Mr G Hyde.
Bank Statements were also signed by Mr Hyde
The Treasurer informed the committee that our gas supply contract was due to expire in February 2016. She had been given revised rates of nil standing charge and 3.9p per kw. fixed for 3 years. (This was an improvement on our current rates) Following discussion the committee unanimously agreed to accept the revised contract.
- 8- **Booking Secretary's Report**
The Report which had been previously circulated was discussed.
There were 4 applications for Alcohol licences, these were all approved.
It was noted that there was a children's party on Saturday 24th October. Rosemary agreed to check the hall out before the dancers booking at 7.15pm
- 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 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.

11. Correspondence

As per Agenda

Mr Hyde had sent an email to Mr Kinghan informing him of the committees decision re
The solar panels

Community Council papers for AGM.

Which had been attended by Mr Hyde, Mr Palmer, Mrs Jones and Mrs Smith.

12. Upgrades and Refurbishments- Storage Facilities

Power sockets and Lights had been installed.

The internal cupboards were due to be completed and installed at a date to be arranged.

Decoration would be completed during the Christmas break.

Once all the work was completed storage would be allocated to regular users

Decoration of Back Wall. - Paint to be the same as the foyer with the screen being painted
“pure white eggshell. “

13. Essential Major Maintenance

The List for the end of August to be circulated with minutes.

14. Finance Sub Committee

Following a review of weekend bookings and rates by Mr Hyde and Mrs Green

It was proposed that all one off weekend bookings rates be increased by £2 per hour

This was agreed by all committee members.

Mr Hyde informed the committee that a draft contract had been drawn up for discussion and
agreement with the cleaning contractor.

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. Morrison's Grant Application.

Mrs Jones reported that she had submitted the grant application to Morrisons. She would
chase at regular intervals

Rosemary agreed to put forward an application to the Parish Council for £750 for funding
towards the cost of the round tables.

18. Commemoration to Mrs Jamison

Mr Pattison had obtained costings for a brass and wooden plaque which would commemorate

Mrs Jamison's service to The Village Hall It was agreed to have the 11" x 9" plaque

Mrs Lacey suggested that we should consider replacing the plaque on Les' commemorative
bench. This item would be placed on November Agenda for discussion

Mrs Jones was pleased to be able to inform the committee that correspondence had been
received notifying us that Mrs Jamison had left The Hall had been left a legacy of £1k.

Members of the committee Were asked to give thought as to what this money should be spent
on.

It was suggested that a thank you note of the legacy be placed in the local paper.

19. User Group Liaison

Mr Hyde asked that User Group Reps report back to the committee with information/updates from their groups on a monthly basis. This would be a regular agenda item . This was agreed.

It was also proposed that committee members should/could act as liaison points for groups which were not represented on the committee. This would be discussed at the November meeting. The Secretary would provide a list of users

20. Hallmark 3

Mr Hyde proposed that he would like to encourage the committee towards achieving this standard. It would be placed on the agenda in the New Year.

21. Web Site Management.

After Discussion it was agreed that we should remain with our current provider.

22. Carols Round The Tree

It was agreed that we should remain with the proposed date of the 14th December.

The item would be placed on the November Agenda to finalise arrangements.

Mr Hyde asked that consideration be given to The Village Hall Committee taking over this event from 2016. It was felt that as the majority of the organisation fell to the Village Hall Committee it would be more efficient for the Village Hall committee to take on responsibility for the event.

Mr Hyde said that he would ask for the item to be placed on the next Parish Council agenda

22a. River of Flowers.

Mrs Lacey gave an update on the proposals for this project. It is a WFEG initiative which very simply involves members of the community planting flowers and bulbs at several spots around the village. The planting would take place on the 13th November. The Village Hall Committee said that they were happy to support this project and would offer what help they could.

23. Any Other Business

The date of Friday 4th December 2pm was set as the date for putting up the Christmas decorations in the hall. Committee members were asked to assist

It was agreed that the December meeting **would** be held after Carols Round the Tree but that it would be a limited agenda with reports from The Treasurer, Bookings secretary and any urgent items which could not be held over until January 2016

24. Date of Next Meeting 7.45pm Monday 9th November 2015

Apologies for this meeting were received from Mr & Mrs Stewardson