

Whittington Village Hall
Minutes of Meeting of Management Trustees
Held Monday 8th September 2014 at 7.45pm

It was noted that no meeting had been held in August 2014

- 1- **Present:** 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, Mrs J Perry
- 2- **Apologies:** Mrs M Jamison Mrs P Hamilton , Mr D Pattison (Chairman), Mr G Hyde
- 3- **Minutes of Last Meeting held Monday 14th July 2014**

The minutes had been circulated, they were proposed as a true record by Mrs Beryl Taylor seconded by Mrs L Lacey and signed by Mr J Palmer (Vice Chairman)

- 4- **Matters Arising. – None**
- 5- **Secretaries Update.**

Chris and Garry still had to complete the entrance form for the Staffordshire Village Photo. Closing date was 30th Sept 2014

- 6- **Minor Maintenance**

- a) Weatherboard Doctors Surgery – the Committee agreed that this work should now be undertaken
- b) External lights – The Committee agreed that this work should now be undertaken
- c) Blinds MFL – Remove from Agenda
- d) It was reported that the toilet seat and taps in the doctors toilet had been replaced

- 7 **Treasurers Report.**

The Treasurer presented the accounts for the period ending the 31st July 2014. There being no questions acceptance of the accounts was proposed by Mrs R Smith seconded by Mrs D Green and signed by Mr J Palmer (Vice Chairman)

It was agreed that the doctors should now be invoiced for the arrears due on their lease as The Chairman now has a copy of the signed lease.

The Treasurer reported that a donation of £25 had been received from Alice and Trevor Boston for the loan of the chairs.

The Treasurer reported that the BT charges for the line rental and internet charges were now £42 per month. Lynne agreed to contact John and Clive to discuss this issue

- 8 – **Booking Secretaries Report**

The Booking Secretaries report was discussed. There were no applications of Alcohol licences. A query had been raised by regarding the cleaning of the hall after a booking on Saturday the 9th May 2015. They had requested they their cautionary fee be retained in order to cover any additional cleaning arising from their booking as they did not wish to undertake any cleaning. After discussion it was agreed that our normal practices would be followed, ie the cautionary fee would be taken and retained to cover any damage. If on the morning after the party it was found there was a need for additional cleaning the cost of this would, after discussion with the full committee be taken from the cautionary fee.

Comment [W1]: Chris and Garry to action

Comment [W2]: John Palmer to action

Comment [W3]: John Palmer to action

Comment [W4]: Secretary to note

Comment [W5]: Treasurer to action

Comment [W6]: Action Lynne

It was clarified that the cautionary fee is not to cover cleaning costs but is to be used to cover any costs arising from damage to the hall or its contents. Also in having signed our booking agreement any one booking the hall must abide by our conditions. It is not expected that the hall would be cleaned merely that it would be left in a tidy state.

Debi agreed to clarify the matter with the people booking then **hall**.

Comment [W7]: Debi to action

9- Doctors Liaison

Nothing further to report

10. Health and Safety.

- a) Electric Running Man Exit Signs. Signs had now been fitted- Item to be removed from the **agenda**.
- b) Kitchen – It was noted that the laminate surface in the kitchen adjacent to the water boiler was lifting and required attention. Arrangements were in hand for the repair work to be **completed**.
- c) Fire Proof Curtains – David had agreed to undertake this **work**.

Comment [W8]: Secretary to note

Comment [W9]: John Palmer to progress

Comment [W10]: David to action

10- Correspondence

Notification of The Community Council of Staffordshire AGM had been received. It was agreed that John Palmer, Garry Hyde and Chris Jones would attend and report back

11- Upgrades and Refurbishments- Foyer Upgrade

- a) Replacement Double Doors – John Palmer was making contact with the selected supplier with a view to progressing the work as soon as **possible**.
- 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**.

Comment [W11]: John Palmer to progress

Comment [W12]: This item to remain on the agenda as an aide memoir

12- Essential Major Maintenance.

The updated August list to be **circulated**.

Comment [W13]: Secretary to action

14 - Finance Sub Committee –

The next meeting would take place late October 2014 when the committee would begin to set the 2015 budget.

15. Organisational Review

Tenure of Chairman to be placed on October Agenda – Item to remain on agenda as aide memoire Garry would draft the changes to the policy **document** for agreement by the committee

Comment [W14]: Garry to action

16 - Web Site Progress

The Cost of the web site had now increased to £5.99 per month

17. Country Side Fair

John Palmer stated that he felt that the village hall stall had been worthwhile. If it was agreed to take a stall again next year there would be a need to look at how the stall could be made more prominent and also Chris felt there would be a need for a greater commitment from all committee members to provide more help on the day.

18. Defibrillator Training

The Training had been of use. A letter of thanks had been sent – remove from agenda

Comment [W15]: Secretary to note

19. Any Other Business

It was noted that the back hedge would be cut back in September.

Complaints were made by committee members regarding the sound levels from the Zumba Classes. It was agreed that should a letter of complaint be received from the Doctors then action could be taken

It was noted that a lock had been damaged on the rear door to the MFL, it was agreed that A new lock should be purchased.

20 Date of Next Meeting -13th October 7.45pm