

## Whittington Village Hall

### Minutes of Meeting of Management Trustees

Held Monday 12<sup>th</sup> Sept 2016 at 7.45pm

- 1- **Present** : Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs Lynne Lacey (Treasurer), Mr S Newman, Mrs D Green, Mrs P Stewardson, Mr M Stewardson, Mr D Pattison, Mrs J Thorne. Mrs H Davies,
- 2- **Apologies**: Mrs A Cooper, Mrs R Smith, Mrs S Walton,
- 3- **Minutes of last Meeting held 11<sup>th</sup> July 2016**  
The minutes were proposed as a true record by Mr J Palmer seconded by Mr S Newman and signed by Mr G Hyde (Chairman).  
It was noted that there had been no formal meeting in August. The meeting on the 8<sup>th</sup> August had been dedicated to the Countryside Fair arrangements.
4. **Matters Arising**  
The Brownies and Guides did not wish take up the offer of the yellow crockery. It was agreed that they should be disposed of. Item to be removed from the Agenda  
Change of name on Licence – In Hand  
Replacement Flag – Flag had been purchased and erected. Item to be removed from the agenda  
Cleaning Rota – The Cleaning Rota to cover Judith’s holiday had worked well all who volunteered were thanked. Remove item from the Agenda
5. **Secretary’s Update** – All Items dealt with on Agenda
6. **Minor Maintenance**  
Light in Ladies toilet requires replacing- Light repaired - remove from Agenda  
Emergency Light over door in main hall requires battery changing – Work completed  
Drain at the rear of MFL had overflowed into MFL. To be investigated- see item 12  
New keys had been purchased for the front door following the previous key breaking off in the lock
7. **Treasurers Report.**  
The financial report for the period ending June and July 2016 were presented to the committee. There being no questions the reports were accepted by the committee.  
It was noted that expenditure remained high on miscellaneous items. The 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 the booking for the 8<sup>th</sup> October had not been confirmed.
9. **Doctors Liaison**  
Nothing to report

**10. Health and Safety.**

- a) Sanitary Disposal Facilities. – To remain on Agenda pending finalisation of 2017 budget.
- b) It was noted that the Emergency Collection Point required moving as it was located too close to the main building- John and David to rectify
- c) It was noted that the emergency evacuation procedures required reviewing.
- d) Evacuation procedures required testing along with procedures for operating the fire alarm. A date to be fixed at the Oct. Meeting

**11. Correspondence**

Email Parish Council re Grass Cutting. The Parish Council had informed the chairman that they would review their ability to continue cutting the grass around the hall when their budgets were set in April. This would be taken into account our 2017 budget was set

The Staffordshire Community Council Newsletter had been received. John Palmer agreed to scan the document and circulate to all committee members.

**12. Essential Major Maintenance.**

BR report had been circulated. Again it showed miscellaneous expenditure was running high.

Soak away drain rear MFL. The committee had agreed that this work was essential and should go ahead as a matter of urgency. A contract had been let and the work partially completed. Mr Palmer agreed to chase up completion of the work.

It was agreed that the Card making Club should have a free session as there had been some disruption to their session caused by the building work

**13 - Finance Sub Committee –**

All users had been informed of the revised rates. The meeting in November would set the budget for 2017. Committee members were asked to consider any items they wished to be considered for 2017

**14. Street Signs**

The invoice for the work had been paid. A meeting had taken place with LDC and the siting had been agreed. David agreed to chase up LDC

**15. Commemoration Mrs Jamison**

OHP This item to remain on the agenda pending a decision on the availability of funding

**14. User Group Reports**

WI – Nothing

WWC – Car park would be used by members on the 14<sup>th</sup>. September.

Bridge Club – Congratulated the committee on achieving Hallmark 3

They reported that there was a loose wire under the serving hatch

They felt the panels on the front of the stage were looking shabby. Options would be look at for inclusion in the 2017 budget.

Flower Club – Congratulations were given on the achievement of Hallmark 3

Whittington Players – Their next performance would run over 3 nights.

Parish Council – Nothing to report

**17. Buddy User Groups Reports**

Garry and Chris had made contact with Ian Rose of Step Forward re evacuation procedures  
It was hoped to run a fire evacuation drill in November

### **18 .Hallmark 3 – Update**

The Chairman congratulated everyone on achieving Hallmark 3. Only two areas required addressing. These being an environmental policy and a Parental Control policy ref. the hall Wi-fi this would be included as part of our terms and conditions for booking the hall. The AGM for The Community Council of Staffordshire was to be held on the 6<sup>th</sup> October at Stow by Chartley . Garry had informed that both himself, Chris and John Palmer would be attending. The Hallmark certificate would be presented at this meeting.

### **19. Publicity Group /Countryside Fair.**

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

Countryside Fair. – The chairman asked for feedback on our stand at the Countryside Fair. There was some discussion as to the benefits of the day. This would be considered by the Publicity Group at a later date.

### **20 Asbestos Report.**

Contact had been made with the consultant. He had suggested that the damaged tiles could be lifted and then screened at an approx. cost of £200. This item to remain on the agenda and be considered by the Finance Committee for inclusion in 2017budget

### **21 PA Testing.**

Although there was no longer a legal requirement to have PA Testing undertaken it was agreed that it was a good thing to have done. Mr Palmer had made arrangements for this work to be undertaken

### **22 Carols Round The Tree**

The date for Carols Round the tree was agreed as 12<sup>th</sup> December 6.30pm

Contact would be made with all key players.

The Parish Council had agreed to provide and erect the tree.

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

### **23. Parish Council Shed.**

The Parish Council had agreed to remove their shed which was in a poor state of repair.

The Committee agreed that the balance of Jamie's legacy could be used to purchase a new shed which could be used to store the plastic chairs. This would free up space in the storeroom which would make getting tables and trollies in and out easier. On hold pending removal of Parish Council Shed.

### **24 – Any Other Business.**

A date of Friday 2<sup>nd</sup> December was set for putting up the decorations in the hall

A date of Friday 6<sup>th</sup> January 2017 was set to take them down

The Chairman asked that the following item be put on the October Agenda

- 1) Deputies for Secretary and Treasurers Position.
- 2) Business Plan
- 3) Mr Pattison asked if application for the Parish Council Grant could be put on the Agenda

**Next meeting Monday 10<sup>th</sup> October 2016 at 7.45 Whittington Village Hall**

Mr and Mrs Stewardson offered their apologies for this meeting