

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 18th Sept 2018 at 7.45pm

- 1- **Present:** Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Secretary), Mrs J Thorne, Mr S Newman, Mrs M Stewardson, Mr P Stewardson, Mrs D Green. Mr D Pattison, Mrs Lynne Lacey (Treasurer), Mrs A Cooper. Mrs J Perry, Mr Jon Hall was present as a prospective committee member and was invited to attend by the chairman as an observer.
- 2- **Apologies:** Mrs H Davies, Mrs R Smith, Mrs S Walton.
- 3- **Minutes of Previous meeting held Monday 10th July 2018** The minutes of the previous meeting had been circulated, they were proposed as a true record by Mr J Palmer and seconded by Mrs D Green and signed by Mr G Hyde (Chairman).
It was noted that there had been no meeting in August.
- 4- **Matters Arising**
Items raised by the Bridge Club
Pictures in Main Hall – Garry indicated that he did not believe there was suitable wall space for pictures. – Item to be removed from the agenda
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.**
An email had been received from Staffordshote Community Council detailing the date and venue for their AGM. Garry, Chris and John indicated they were willing to attend. Secretary would inform Cathy Russell
Cathy Russell had indicated that she intended to put on Hallmark Refresher Training. John, Chris and Garry would attend subject to suitable dates being offered.
- 6- **Minor Maintenance:**
Car Park Gates – An Agenda paper was circulated. The Committee agreed that there was a need to close the car park on occasions. It was agreed that in the first instance 2 signs would be erected indicating that it was a private car park. Garry agreed to obtain quotes for the work, with the costs being included in 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.
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. Mr Palmer agreed to get costings for the work and that subject to the work not exceeding £300 it should go ahead.
A proposal to move the expansion radiator from Lobby to the MFL was supported in principal. It was agreed that costings would be obtained – Expansion radiator had been removed. Remove item from agenda
John reported that the Doctor's toilet was not in use as hand dryer was not working. Replacement dryer was on order.

The blocked drain in the kitchen had been cleared at a cost of £98.

7. Treasurers Report

The report for the period ending June and July 2017 was circulated.

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

David Pattison asked if Lynne could look at the email sent out for the hall hire for Whittington Players as there was no subject heading in the email and this might result in it going into Spam Mail

8. Booking Secretaries Report

The reports for June and July had been circulated and were discussed. All alcohol applications were agreed.

It was noted that Judith was not available to clean on Sunday 8th October due to a family commitment. Garry and Lynne agreed to check the hall out.

It was agreed that The Mothers and Toddlers Group be allowed to use their bouncy castle as it was only a small one and had been used by the group for some time.

It was agreed that The Flower Club rate was appropriate for Helen Davies' booking

There had been no progress in "recruiting" a booking clerk. We would continue to seek a replacement.

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.

There was a fire check in 2-weeks time.

11. Correspondence.

Thank you, letter, received from Lynne Lacey re the Hall's flower display in the church.

12. Essential Major Maintenance – List to be circulated to all committee members at the earliest opportunity

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.

The full committee agreed that the priority for project funding should be

- 1) Replacement Chairs
- 2) Provision of and OHP and Screen

These would be included in the 2018 budget.

14. User Group Report

Wednesday Club rep reported that the tables which had been lent out for the Countryside Fair had not been properly cleaned prior to them being returned

No other points were raised.

15. Buddy User Groups Report

Nothing to report

16. Publicity Group

The notes of the meeting held on the 6th Sept had been circulated.

The Barn Dance – Actions as detailed were in hand. There was a need now to sell tickets.

Committee members were asked to sell as many tickets as possible and report back to the October Meeting.

Further event. – Following discussion, it had been agreed to book an ABBA tribute band for March 2018. This would be a major event to organise a flyer with details of the band would be circulated to all committee members.

17. MFL Refurb

A new quote for this work had been provided as the previous builder was now not able to complete the work.

The Committee agreed to accept the new quote and John Palmer was asked to go ahead with arranging start dates etc.

18. Planters.

June reported that she had purchased the window boxes and was waiting for John Palmer to put them up and she would then plant them. Item to be removed from the agenda

19. Fortress Recycling. –

It was agreed to commence the new food re-cycling system on the 1st October. – Garry and Lynne to liaise

20. Ratification Cleaning Contract

Following Judith resignation, a new contract cleaner had been appointed on a 3-month trial.

The cleaners would now work 2 hrs on Monday/Tuesday/Thursday/Friday.

Judith had agreed to continue to provide weekend cover.

21. Any Other Business

None

22 Date of Next Meeting

9th October 2017 - 7.45