

Whittington Village Hall

Minutes of Meeting of Management Trustees

Held Monday 14th Sept. 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), Mrs J Thorne, Mr S Newman, Mrs D Green, Mr D Pattison, Mr M Stewardson, Mrs P Stewardson, Mrs H Davies, Mrs R Smith.
- 2- **Apologies**: Mrs J Perry, Mr J Cannon, Mrs J Wilson.
- 3- **Minutes of The last Meeting held Monday 13th July 2015 (there being no meeting in August).**

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**

The Secretary reported that a letter of thanks had been sent to the Computer Club
Given the length of the agenda a decision had been made to hold over User Group Liaison and Hallmark 3 until the October Agenda
- 5- **Secretary's Update**

All items are dealt with on the agenda. .
- 6- **Minor Maintenance**
 - a) Secure Sound Limiter. – This item was still in hand.
 - b) Damage to Hall Floor. – Floor had been repaired. Item to be removed from agenda
 - c) Repairs to Foyer Doors. – Door had been repaired, item to be removed from agenda
 - d) It was noted that a new Gas Smart Metre was being fitted on Friday 25th September between 10.15am and 2.00pm.
- 7- **Treasurer's Report**

The financial report for the period ending 31st July 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
- 8- **Booking Secretary's Report**

The Report which had been previously circulated was discussed.
There were no applications for Alcohol licences.
Lynne reported that she had visited the hall following the children's party on the 2nd August. No problems were reported.
It was noted that there was a children's party on Saturday 10th September. Rosemary agreed to check the hall out before the dancers booking at 7.15pm
The Chairman thanked Mrs Thorne for acting as booking clerk whilst Mrs Green was on holiday (25th July – 9th August). Mrs Thorne said she would be willing to act as relief Booking Clerk to cover any future absences.
- 9- **Doctors' Liaison**

There were no issues at the present time. The Doctor's had been made aware of the change to a Smart Meter

10- Health and Safety .

- a) Purchase of frame for chair diagram. This had been put up .Item to be removed from agenda .
- b) Mr Hyde stated that the back stairs required the edged painting. Mr Pattison said that he had some paint and would let Mr Hyde have it.

11. Correspondence

As per Agenda

Email School- Walking Bus use of Village Hall car park, Connect Magazine. Mr Hyde had made contact with the school and had been informed the reference to the Village Hall car park had been an error. They apologised for any inconvenience.

Email – Staffordshire Library Service. Mr Hyde had been in contact re proposals to use Village Hall car park as “parking space “ for the Library Bus. Discussions were ongoing. Use of the car park had been agreed in principal

Community Council Training Courses. There was no interest in the course on offer
Staffordshire Community Council AGM – 8th October 7.00 for 7.30pm start– Mr Hyde, Mrs Jones, Mr Palmer, and Mrs Smith agreed to attend.

Western Power – No bids at current time.

12. Upgrades and Refurbishments- Foyer Upgrade

Work on the foyer project was now complete. This item to be removed from the agenda

13. Essential Major Maintenance

The List for the end of July had been circulated.

14. - Finance Sub Committee

Chairman’s report circulated with the Sept Minutes.

All recommendations and actions were accepted by the full committee.

Mr Palmer/Mr Pattison agreed to provide the chairman with details of assessors.

15. Purchase Logo Sign

No further action at present time. Item to remain on agenda.

16. Storage Facilities

Stage 1 - External work had been completed, although it may be necessary to change the hinges.

Stage 2 A quote had been received for the building and installation of in the internal storage cupboards.

This work was likely to take 3 days (2 days on site). It was the intention NOT to close the hall whilst this work was being undertaken.

Stage 3 – it was proposed that the following work go ahead, paint external walls, paint back wall in hall, replace chair rail with a plastic strip.

Mr Palmer asked Debi to provide him with a list of available dates when work could be undertaken

17. Country Side Fair.

It was agreed that the Village Hall should take a stall at next year’s Country Side Fair.

A small working group would be set up to look at options.

Item to be placed on January 2016 agenda

18. Group Names on notice boards.

These were now complete. Item to be removed from Agenda

19. Street Sign

It was agreed that Mr Pattison should go ahead with the application to LDC for the Village Hall street signs.

Dependent upon cost the provision of the signs may be held over to the 2016 budget, £500 would be put in next years budget

20. Morrison's Grant Application.

The grant application was in the process of being submitted.

Chris Jones to process

21. Commemoration to Mrs Jamison

The following words were agreed for a commemoration plaque.

"This Hall is dedicated to the memory of Mrs M. Jamison (Jamie) founder and president."

A wooden plinth with a brass plaque was agreed as most suitable and would be sited in a suitable place in the main hall

David Pattison agreed to arrange a purchase.

22. Closure of Car Park

Actioned, remove from agenda

23. Additional Solar Panels

Mike Kinghan had made contact with the Chairman with a view to having further solar panels placed on the village hall roof and was asking for agreement in principal.

Following discussion

A proposal was put forward by Mrs Smith and seconded by Mr J Palmer that given that there would only be limited financial benefit to the hall by the installation of additional panels the committee did not wish to progress the application further.

This proposal was carried 10 in favour, one against, and two abstentions.

Mr Hyde was asked to inform Mr Kinghan

24. Any Other Business

None

25. Date of Next Meeting

Monday 12th October 7.45 MFL