

Minutes of Meeting held on Monday 19th October 2015

Present

Committee: Karl Jenkins, Chair (KJ)
Carolyn Frostwick, Treasurer (CF)
Amy Hayward-Paine, Secretary (AHP)

Group Reps: Jenny Sanders, WI
Lyn Easton, Parish Council (LE)
Gary Chisholm, First Welland Valley Scouts (GC)

Members of the Public: Tom and Ann Price, Mrs C Pierce-Smith

1	Apologies for Absence	Action
	<p>Bill Barrie (BB) Jane Boulter (JB) Rebekah Budenberg (RB) Mark Paine (MP)</p>	
2	Minutes of Previous Meeting	
	<p>Approved by LE and JS AHP to circulate</p>	AHP
3	Actions from Previous Meeting	
	<p><u>Christmas Lighting Party poster</u> Duplication of effort between AHP and CF as last year's poster had been updated ready to circulate at the wine safari. This version does not specify what will happen on the night leaving us open to create some entertainment.</p>	
	<p><u>Boundary update</u> Tom Price told the committee that this should be approved early November. Tom will provide the revised Deeds at that point.</p>	TP
	<p><u>Interior improvements</u> The main hall needs to be shot blasted. However the brick may disintegrate so we need to have a quote for rendering the walls afterwards prior to painting. This will help walls breath and prevent damp.</p>	
	<p><u>Loose Tile</u> The Caretaker to ask Beaty's for cherry picker so this can be looked at safely</p>	MP
	<p><u>Renovations fund</u> CF to monitor the renovations fund. We need to create a fundraising thermometer to show the status of fundraising. Over £600 was raised at the Wine Safari so this could start the fund off</p>	CF
	<p><u>Bookings</u> AHP gave feedback from the interim caretaker that due to the high level of bookings it</p>	CF

has been difficult to clean and that in some cases the Hall has been left in a messy state. It was agreed that a deposit of £20 should be added for children's party bookings to avoid mess issues and cover costs of additional cleaning if required

BB

4 Treasurer's Report

CF Presented the Treasurer's report.

Income banked since the last meeting includes the rent due from Preschool for the summer term and the hire fees passed over at the last meeting. The total income for the year is now £4,679.47 with expenses of £3,543.05 giving a surplus of £1,136.42 at about the halfway point. There are large payments such as the Parish Precept to come in the second half of the year and one of the largest expenses – the insurance, has been paid.

Following discussions at the end of the last meeting CF has increased the contents insurance to £5,000 – for Village Hall owned items - which caused a modest increase in the premiums of £11.50. However, it transpired that the initial quotation of £984.24 was incorrect; it should have been £934.87, rising to £946.37 with the increase in the contents insured. As the cheque had already been signed and sent a refund of £37.87 is awaited.

5 Forthcoming Events

Wine Safari

Approximately 50 people attended, about £600 raised. £220 given to CF on the evening

A second event will take place in February.

Christmas Lights, Saturday 5th December

It was agreed that an easy way to cater is to provide sausages in baps. Mulled wine worked well last year so we need to repeat. Hot cider is a good option also and we would need the Scout's electric burner to help heat this. They also have a Berko burner. This is only an option if very cold. Need to also supply white and red wine. Sweets and hot squash for kids.

CF suggested Shaun the Sheep as a possible film but we would need to borrow JB's speakers again

All

JB

AHP to ensure details are posted in Parish magazine. The Committee also needs to manage a village door drop

Ann Price to provide details of choir in Great Easton who might be able to sing. It may also be possible for the bells to be rung before the gates open.

Committee to have a separate meeting to discuss roles and responsibilities

AHP
All

Pop up curry

AHP and Caroline Jack have a contact who runs a pop-up restaurant. Caroline to get costs

AHP

Plant Sale

RB to advise whether this can take place at the VH again as it is a good source of income

RB

Gift Aid

BB suggested a gift aid option at the last meeting. CF advised this is hard to set up.

	<p>Need a note in the Parish magazine asking whether people would want to donate via this option. CF flagged that the GiftAid option might not be viable with the smaller funds that may be given. LE suggested creating pictures to show people what the renovations will look like. Might inspire people to donate. KJ to look into creating A1 boards in the Hall.</p>	AHP
6	Maintenance and Repairs	KJ
	<p><u>Loose tile</u> AHP to buy cones from ESPO (6 £30) to help limit any issues if the tile were to fall</p>	AHP
	<p><u>Fire doors</u> Pre-school asked if the doors with fire escape notices are actually in use – if so they should be unlocked when the hall is booked. KJ commented that the notice was placed by the previous caretaker but they were not fire doors. It was decided that the Fire Brigade should be invited to assess exits and access</p>	KJ
	<p><u>Skip</u> Pre-school advised that they were clearing cupboards and storage space so asked if a skip be hired. It was agreed by the committee that the Caretaker could book this and to liaise with the Pre-School staff to confirm the most appropriate day. GC commented that there were a number of better quality chairs stored in the VH shed which could replace the ones currently in use. KJ to check that the chairs did not belong to the Church</p>	MP KJ
	<p><u>Safe</u> This needs to be purchased ASAP so that main users have access to cleaner's cupboard.</p>	AHP
	<p><u>Caretaker recruitment</u> AHP fed back that MP was not prepared to continue in the interim role unless the pay was increased. Previous notice in the Parish magazine to be re-run</p>	AHP
7	Bookings Status	
	<p>BB was away at the time of the meeting. There were further concerns raised by members of the public regarding the noise generated by one of the weddings in the summer. The committee reiterated that this had been addressed and would do their best to enforce noise controls. They would also ask hirers to speak to neighbours so there was clarity around what time the music would be turned down.</p>	BB
8	Any Other Business	
	<p><u>Caretaker</u> The post needs to be re-advertised and use word of mouth to promote the position. It was noted that the grass cuttings were being left on the lawn; Colin to be advised that they should be removed or placed in the green bin</p>	AHP KJ
	<p><u>Committee members</u> Gary to join the committee as Scouts representative and will provide a risk assessment.</p> <p>AHP told the committee that she had invited Tiddlywinks to attend but due to the meeting taking place in half term no one was able to. It was agreed that there are</p>	GC

several points to discuss with Tiddlywinks, including Health and Safety, insurances, key allocation and weekly fee and therefore a representative must attend the next meeting. If they fail to do so the committee would consider that they were not interested in using the hall going forward and notice would be given. AHP to prepare a note for them to collect when they use the hall on a Monday morning. We need to have them at the next meeting otherwise they will be given a month's notice. For discussion – risk assessment; health and safety; rent issues; key owner

AHP

Storage for documents

CF asked if there was any space available for the storage of financial documents. KJ highlighted that the loft was dry and suitable for this purpose

9 Public Question Time

10.1 Noise issue

10 Date of Next Meeting

The next open meeting will be held on 16 November 2015 at 7:30pm.

There being no further business the Meeting closed at 8:50pm