

WENHASTON VILLAGE HALL MANAGEMENT COMMITTEE
Minute of the meeting held on Wednesday 26th February 2014

Present: Robin Dillaway (RD) Chairman; Sue Norris, Treasurer (SN), Phil Corbett, Bookings Secty. (Ph.C), Tony Gow (TG), Anne Harvey (AH), Wil Harvey (WH), Ann Jones (AJ), Daphne Jordan (DJ), Bernard Orme (BOr), Donna Squires (DS). **Dee Barker (DB) Attending:** S Gow (SG) Minutes.
Absent: David Remy (DaR); John Levy (JL).

RD: Welcomed Dee Barker, nominated by the WI in place of Maggie Cartwright.

1. Apologies received. Derek Roberts (DeR), Michael Gasper (MG), Helen Gairn (HG) via email.

2. Trustees resignations and posts: **RD:** Resignations had been received from Maggie Cartwright and John Clark. No nominations received for the vacancy for Vice-Chair. A nominee will needed by the AGM. Jane Peters (Post Office) has agreed to be Booking Secty. Jane to be co-opted until the AGM. **Proposed – AJ. Seconded - BOr.** SG: to provide JP with meeting papers. **Action: SG**

3. Minutes of previous meeting 27th November 2013. Noted and agreed: as a correct record by all.
3a). Matters arising (not on agenda): **RD:** email from Jill Daines regarding participation in the Christmas Bazaar. RD withdrew from the discussion due to vested interest. After discussion it was recommended that stalls for the Bazaar be open to Wenhaston organizations only on a first come first served basis. The charge for commercial organization to be twice that for charitable. **Proposed: BOr. Seconded: SN.** Carried by all present. RD to thank Jill Daines. **Action: RD**

4. Matters arising from the meeting 27th November 2013. Noted the following:

a. Surface water drain repair. Completed.

b. Defibrillator. Still no notice of progress on installation.

c. Bar refurbishment. Funding of approx £1,400 may be available, subject to a successful application, from the Discretionary locality fund held by the District Council. RD discussing with Cllr. Gower.
Wil: thanked for offering to equip the bar. A volunteer work crew was required.

Post Office 'Retail' Development. RD checked with the Constitution – this would not be in breach of the VH Constitution. May be implications for the Committee Room but the new bar area could be for mixed use to offset this. A worked up proposal and business plan must be submitted to the VHMC. **Action: RD**

d. Ladies toilets refurbishment. **RD:** Hand dryers are satisfactory. Cheaper to add more paper towel holders (1000 towels, £9.80) also new bins with lids required. **Proposed: B.Or. Seconded WH. Agreed.** Boxing-in pipes could be done with spare ply. Volunteers required. **Action: RD / All**

g. Film Club. **RD:** thanked the group for the time and effort put into organizing and training. The license has been agreed with provisos i) the film can't be advertised outside the VH area. (Posters can be produced) ii) voluntary donations in lieu of ticket charge. Hope to show a film a month. First film March 8th. Children's Show: 3pm – Shrek III. Main feature: 7 for 7.30 – A Song for Marion. Future films will be eclectic to suit all tastes; evenings may be themed. **Noted:** money will go via VH accounts and all profits to the VH.

5. Treasurer's report. **SN** tabled monthly income and expenditure sheets 01/01/14 to 28/02/14. Accounts have been checked. The deficit in the 2013 accounts shows £2,250.16. This is not as bad as it looks because a donation of £2,000 for the new floor had been received late in 2012 (showing in 2012 accounts) giving a true deficit of £250.16 over the two years. The Parish Council donation, £40.00, was given in 2014, but was for Xmas presents in 2013, so should be under 2013. **Noted:** not all affiliation fees have been received. Petty cash - £28.36; Santander - £4,102.47; Ipsw. B. Soc. - £10,284.95. **100 Club:** donated £1550. Remaining: £395.25.

BOr.: Financial situation very satisfactory. Expressed thanks to SN. **Agreed:** All

Noted: cleaning supply coordination by AH has also saved money. **Agreed:** Sue Thurston to be commended at the AGM for her work. **Action: RD**

6. Booking Secretary's Report. i) Bookings are buoyant. Lifestyle screening in June; two weddings and a party; WDC and SCDC meetings. ii) Late booking procedure: turned down one group due to short notice. **Agreed:** four weeks to be the benchmark. iii) Web bookings: on-line forms to be looked at. iv. AGM date to be changed due to booking. **Agreed:** provisionally May 6th. **Action: PhC. to SG.**

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7. **Future meetings – schedule.** RD: Executive meeting in January did not take place. Suggested that Management Committee meetings continue every two months, with Chair's action to call Executive meetings as required. Much of the Exec. business can be conducted via email. **Agreed:** by all present.
8. **100 Club. Noted AJ:** Quote for four more 6' tables + chair trolley + VAT – cost £502 or £430 for shorter (4') tables. **Agreed:** to purchase 4 tables (4') plus chair trolley. **Action: AJ.**

9. **AOB**

Robin:

- a) Affiliation notices – circulated.
- b) Parish Council Grant – in previous years the VHMC has asked the Parish Council for insurance costs £1.000. **BOr.** – proposed, **SN** – seconded. Agreed by all. **Action: RD**
- c) Building Maintenance – suggested a working group, to include Roger Claxton if willing, to look at the maintenance of the building e.g. entrance hall tiles, lights, outside soffits. **Agreed.** **Action: All**
- d) Boiler – recent serious failure due to power cut. Fans cut out, boiler heated up and the safety thermal cut out had activated. An engineer had to be called to close down to re-start. **Noted:** additional unexpected costs of engineer, and additional electricity for substitute heaters. 5 tons of pellets had been purchased.
- e) Disposal of old tables – **agreed:** to place in the VH car park with 'free to take' signs. **Action: AH/AJ**
- f) Youth Club – finishing at the end of March. They will re-affiliate and keep their storage. Club Cttee. is trying to find replacements for all those standing down.
- g) Miscellaneous:
Flower Club: Flood light now fixed and the carpet taped down on stage. Entrance-well mat now has been raised to the level with floor. RD thanked.

Donna:

- a) Sani bins needed for ladies toilets. **Noted** – to be researched. **Action:RD**

Tony:

- a) Hand mics only turn off by removing batteries. **Agreed:** check cost and buy one more. **Action: RD**

Sue N.:

- a) Quiz? Bernard has agreed. Any Friday in the beginning of May. **Action: PhC/RD**

There were no other items under AOB.

The meeting closed at 8.21 pm.

Signed:



Chairman:



Date:

30.4.14

Date of next Management Committee meeting: April 30th 2014.

Date of AGM: May 6th 2014