

## **WING VILLAGE HALL COMMITTEE MEETING HELD MONDAY 16 MAY 2016 AFTER AGM AT 7.30PM**

PRESENT: Sally Cox (Chair), Kaz, Anne, Mary, Bryan, Nick, Paul B, Paul O. Richard, John O, Sarah, Ros

APOLOGIES: Joanne Beaver,

MINUTES: Of the last meeting held on Monday 11 April 2016 were signed and approved by Sally.

### **RE-ELECTION OF THE COMMITTEE**

Anne proposed that the re-election of the Chairman (Sally), Vice-Chairman (Nick), Secretary (Kaz) and Treasurer (Paul). Seconded by Bryan.

### **MATTERS ARISING**

New Committee members were welcomed and thanked for joining. Our new members are Sarah O'Boyle who officially joins the Committee and remains as Booking Secretary and Ros King.

Joanne is holding Sunday lunches in conjunction with the Good Neighbour Scheme and all felt they were a super idea and appeared to be very successful. Pheasant's Roost kindly donated the meat for these. Thanks to both Joanne and Pheasant's Roost for the initiative.

- **CARETAKER**

There have been 4 people apply for the post and 2 are being seriously considered. As the job includes some lifting and heavy work it was proposed that it may be necessary to split the role into cleaning and the maintenance duties. Sally will discuss further with Pam and Peter the details of the duties and then contact the relevant parties to progress the applications. The arrangement is a freelance/self-employed role as the Village Hall is not an employer. Sally will update the Committee on progress by email.

Issues arising from the change of role include the matter of the Quilters who have been assisted in set-up of their tables in the past. John O pointed out that it was very difficult for the Quilters to do the set-up and break-down themselves and they would need assistance if they were to continue using the hall. The Committee generally agreed that the new caretaker/cleaner be asked if this may be possible to assist with (as Peter had done in the past) on the agreement that they would make payment to him for this service. SAC will include this request in the discussions.

The issue of keys was also raised at this stage as Peter and Pam had kept a key hanging outside their house for hirers. Ros raised the query about what would happen going forward and it was suggested that perhaps a key box could be fitted on the outside of the building so that hirers could be given a code for entry. Paul will investigate the cost of a good quality box which will comply with the insurance policy.

### **HEALTH & SAFETY**

Nick Knight reported that he, Joanne and Peter Nicholls are having a risk assessment meeting on 26 May 2016 re: The Queen's Birthday celebration. Paul has asked to receive a copy of the report.

## **BUILDING MAINTENANCE:**

Door repair/replacement will cost around £500 and Paul suggests making a new door in oak. There was a suggestion as to whether or not the hall walls should be dry lined as there have been several comments recently related to the warmth in the hall. Improvement to lighting in the hall needs to be looked at. John suggested getting in an expert to advise on these two issues. Mary will work with John to get some quotes.

## **GOOD NEIGHBOUR SCHEME**

As Joanne was not available there was nothing to report but no-one was aware of any activity.

## **FUTURE EVENTS**

- QUEEN'S BIRTHDAY CELEBRATIONS: 12<sup>th</sup> June. There will be a party of helpers on Friday 10<sup>th</sup> at 6-6.30 to erect the marquee and volunteers will meet again on Saturday around 10.00 am to decorate the marquee. Flyers are going in the Parish magazine having been produced by Paul Comben. Richard has the coal for the BBQ. Sally, Ros and Kaz will make salads. Sally has glasses and Helen and Richard will man the bar. Gloria Whyte has kindly made bunting.
- SUNDAY TEAS

Joanne will send round an email confirming the dates of the Sunday teas and who is doing them.

- OPERA DUDES

Anne reported that they may reduce their fee of £750 on booking and this may be a good thing to get in the diary for the Autumn. Sarah is waiting to hear from John Hackett on future events and Anne will speak with John and Sarah about dates for the diary.

- PLANTS

Nick has a friend who sells plants and would be keen to attend with a stand at future events.

## **TREASURER'S REPORT**

Paul announced that the new account is now in action and he intends to close the HSBC account as soon as possible and transfer over. The direct debit for the electricity needs to be changed. Anne has asked for more detail on the rental income and Paul will try and provide this.

Paul has designed a new petty cash form for all handing in and receiving money.

## **AOB**

- TRUSTEE:

Sally had a meeting with Sue Awcock, the Parish Clerk to discuss the email sent by the Parish Council. Sally will provide documentation to the Councillors and a suggested draft of

powers which could be formally delegated to the Village Hall Committee which will be considered by the Parish Council at their next meeting.

- LOGO

The new logo has been designed by Paul Comben and has been accepted by the Committee to brand future marketing.

- COOK BOOK

£600 has been raised so far which has been given to Paul to bank. 120 out of 200 have been sold and reprinting is not a problem if needed. There will be a selection of books and cards left in the hall at all events and coffee mornings for sale.

- NEW MEMBER PACK

SAC will compile a pack for new Committee members for the next meeting. Joanne is in the process of compiling a Welcome Pack for new villagers and Richard wondered whether there would be wine and cake supplied? This will be left to Joanne to decide.

- WIFI

The contract will come up for renewal in September and it was unanimously agreed that Paul and John are to be reimbursed for their contributions in setting this up at the outset.

- HIRING

Judith Oakley and Chris Howarth have both reported that they are still receiving one or two requests a week on bookings. This seems to be being caused by old contact details on the old website.

- DISABLED PARKING

Anne mentioned that the parking lines have not been done yet. They cannot be done whilst it is raining. Paul will endeavour to get this done as soon as he can.

DATE OF NEXT MEETING: 27<sup>th</sup> JUNE AT 7.30PM