

# WING VILLAGE HALL MANAGEMENT COMMITTEE MEETING

THURSDAY 22nd JUNE 2017

Circulation SC, KB,SOB, RT, MR,BS, NK, JO, RK,JB, PB,POB

**1. PRESENT:** SC, KB, RK, BS, JB, PB, MR, NK, SOB

**2. APOLOGIES:** POB, JO, RT.

**3. APPROVAL OF MINUTES OF MEETING HELD May 22nd 2017.**

An amendment was made to these minutes as follows: Richard Tulloch resigned as a representative of the trustees and re elected as an ordinary member of the committee, this was noted and added. The minutes were duly signed and approved.

## **4. MATTERS ARISING:**

Solar Panel: Sally has contacted Gabrielle she has a copy of the Friends of the Earth original Installation summary and buildings reg. certificate.

Five Year Development plan: This is a very useful plan going forward to enable all future improvements to be managed and properly controlled, there will be a budget / forecast with a list of main items likely to be needing maintenance, Sally has suggested getting a third party to help advise with a formal figure with an aim to ring fence funds for the Development Plan, this can then be shown to the P.C for approval.

A buildings surveyor will be appointed to estimate proposed improvements, what to do with surplus funds ? Jonathon suggested that an Historical forecast could be the way forward in this case.

Ideas needed from committee re improvements Jonathon will do a spreadsheet.

Sally is keen to meet with the P.C and the WVH to discuss the deeds, the committee have not had an opportunity to see these, giving all a chance to voice opinions, nothing has been approved as yet, this was agreed by all. It was decided that a third party was needed to assist with these future developments.

**Key things needing to be looked at** - Kitchen updating, Garden.

Dishwasher instructions are causing confusion these need to be read and understood by those using this machine.

**5.100 CLUB:** Richard is away, we have had 2 more members signed up so it is looking good.

**6. HEALTH AND SAFETY:** Nick reported that the previous Sunday Sarah had discovered that the gas had been left on overnight, it had been accidentally switched on, this is a very serious matter it is important that the only persons allowed in the kitchen are those operating the machinery for cooking purposes, there is to be a notice placed above the cooker warning people/hirers to be vigilant, with extra information in the contract/bookings form. Plus we are looking into a cover/guard to be placed over the controls. The isolator on the gas bottles is not easy to access, Paul suggested that this be looked into and will get a registered gas fitter to quote for the above.

A tick list will be issued to all hirers in future to ensure everything is turned off, this will be handed in at the end of the evenings hire.

**Pat Test-** Quilters all tests carried out on the machinery used all found to be ok except a mixer which failed, a new one is to be purchased.

**Storage Heaters.-** will be switched off at all times the quilters have asked for this and Paul will be in control of turning these on and off.

**Health and safety check by Paul Nicholls** took 2hrs to do.

**FOOD & HYGENE COURSE** on NOV 11th from 9.30-3.30, 6 have been booked to do this course- Sally, Sarah, Kaz, Mary, Nick, Roz. This will cost £^ per person.

Paul is to take over the co-ordination of the PAT testing with invoices to be sent to the PC so that VAT can be claimed back.

The cleaner had an accident with some pins in the sink and cut her hand this is to be looked into.

**7. HALL MANAGEMENT:** Paul has had builders in to repair the damaged wall. It will need capping , this is to be left for now. The quote was £200.

**8. FUTURE EVENTS:** Beer Festival - Saturday 9th September, JB has researched the cost of the real ales /beers x 4 varieties-£360 with £200-£150 for wine and soft drinks, this will be combined with Bangers and Mash during the afternoon/evening also with a garage table top sale around the village...ideas to be put on Whatsapp, and if to go ahead marketing to be done at the beginning of July.

**SUNDAY TEAS :** Have got off to a bit of a slow start, with low numbers of local support and with other venues in the area doing similar things it is not easy to maintain a strong customer base, there is to be a re think as to whether or not it should be continued in the future, always needing willing volunteers, plus local radio advertising could be a help.

Recently Paul Nicholls observed the running of the teas and has submitted some useful hints re health and hygiene: the cakes on the table should be placed on the counter top to avoid being leant over and also the table to be removed as customers could spill hot drinks as they reach to get them. Also a qualified first aider should be present at every village tea. A separate knife to be used for each cake.

**9. TREASURERS REPORT:** The Miscellaneous expenses that were brought up at the last AGM meeting have been identified, the revised treasurers report will now be examined by an independent accountant, this was proposed by JB and seconded by KB.

**10. AOB** -Mary has just a few recipe books left and will check the finances and liaise with the treasurer. Sarah needs access to the online banking system, she will discuss this on Johns return. **SURVEYS:** Few have been returned regarding ideas for village events and functions; we are still waiting for more to be sent back.

A thank you card from Joanne Beaver was received thanking everyone for the token and flowers. Nick has received the hall keys from Joanne.

**DATE OF NEXT MEETING MONDAY 4TH SEPTEMBER 2017 AT 7.30.**