

WING VILLAGE HALL MANAGEMENT COMMITTEE MEETING
MONDAY October 9TH 2017

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

1. **PRESENT:** ,SC, KB WN, NK, ,PB, RT, JO, PoB, BS
2. **APOLOGIES:**
MR, SoB, RK
3. **APPROVAL OF MINUTES OF MEETING HELD ON 4th September 2017**
4. **MATTERS ARISING.**

An Ordinary Resolution was requested to alter the National Westminster Bank Mandate for the Wing Village Hall account 45407738. It was agreed that the following Committee Members should be authorized on the Mandate:

Bryan Spooner – as the Chair of the Parish Council and Trustee. Bryan is already on mandate.

Wendy Newsham – as Parish Council representative of the Trustee

Paul Brewer – as Hall Manager. Paul is already on mandate.

John Oakley – as Treasurer.

Richard Tulloch – as Committee Member. Richard is already on mandate.

It was agreed that Joanne Beaver be removed from the Mandate.

The Resolution was proposed by Bryan Spooner and Seconded by Richard Tulloch.

The paperwork will now be completed and all Committee Members on the Mandate shall arrange to attend a National Westminster Bank to provide identification.

The 5 Year Plan:

John Oakley had circulated further information he had acquired on this and members are requested to read it. He has looked at the history as drafted by Bryan on the current website and thinks this is pretty comprehensive, although work is being done on this by another Committee Member. Sally has approached Smithers Purslow in Glaston regarding maintenance survey. They have done similar things for other local halls and she is happy they are able to provide what we require. A quote is being prepared and Sally will send this on to the Committee for approval.

There was a discussion regarding hall booking rates for regular hirers. John pointed out that Stewart now uses Wardley Hall more as it is more comfortable for his smaller classes. He pays £10.00 an hour there as opposed to £12.00 an hour for our hall. It was agreed that we get the figures together for the hirers and look at creating a consistent policy to discount regular hirers. This will be circulated to Members for consideration before the next Committee Meeting.

Paul Brewer updated the Committee on the shower removal. He has disconnected the water supply so there is no issue arising regarding health and safety compliance. However, he now wonders whether or not the showers need full removal as the

cubicles can be used as storage without removing the showers. The Committee will consider this and decide at the next meeting.

Paul Brewer has also produced a Hirer's Booklet which he distributed to Committee Members. He suggests this booklet is handed out to each new hirer to give full information on the hall, regulations and terms and conditions. In principle it was well received by the Committee and agreed that Paul Brewer will progress this and run it past the Booking Secretary for her comments.

5. 100 CLUB.

RT reported that the membership had grown and that this was the main source of income for the hall. It therefore needs to be supported. He is arranging a prize giving ceremony at the Christmas lunch to highlight the scheme and attract new participants. Well done Richard.

6. HEALTH AND SAFETY.

N K Foliage has been tidied up on the path down from the car park. The cleaning equipment cupboard now has a lock on it and Paul and Nick have the code as well as the cleaner, Angie. The accident book is reported as missing. Nick will have a further look to locate it. If not, a replacement must be bought. The Health and Safety course is booked and everyone attending knows about it.

7. HALL MANAGERS REPORT.

Report attached to these minutes.

8. GOOD NEIGHBOUR SCHEME:

John Oakley has set up a virtual telephone number which will act rather like a keyholders number. The number will automatically dial the first number on its list and then work through others until answered. John needs an answerphone message recorded and numbers provided. Sally is in the process of sorting out the volunteer list so that we have a small list of active volunteers and will ensure they arrange a DBS check. The phone costs £2.00 per month.

9. FUTURE EVENTS

1st December is the Christmas event and light switch on. Paul Brewer has sorted out the lights for the tree. It was agreed that there will be a BBQ run by Richard and Bryan. Sally will provide food. Sally will approach Helen and Richard for staffing a bar. Richard has a firepit we can use as a centre piece and it was suggested that we could decorate a tractor trailer and drive it through the village with Santa on and playing carols to attract people to join the event. Sally will look into this further and email Committee. She suggested that the 'local celebrities' to switch on the lights could be Pop and Pam Cox as treasured past members of the village and past caretakers of the hall. Paul Brewer will approach them.

10. TREASURERS REPORT.

A full report is attached to these minutes.

11. TRUSTEES REPORT.

The trustees present: Brian Spooner and Wendy Newsham explained that applications were still being sought for a Parish Councillor so any encouragement for villagers to apply would be welcome.

12. **AOB.**

John has set up the Wing Neighbour website which appears to be popular. Bryan explained that the Parish Council intend to have their own website and will provide us with a link.

DATE OF THE NEXT MEETING. 20 November 2017 at 7.30 pm.