

# WING VILLAGE HALL MANAGEMENT COMMITTEE MEETING HELD

## JANUARY 15TH 2018 at 7.30

Circulation SC KB PB RT PO RK MR SO BS NK JO WN JB

	Action By
<p><b>1 PRESENT:</b> SC, KB, JO, NK, PB, MR, RT, JB. also Tony Clark and Jane Daw from WPC.</p> <p><b>2 APOLOGIES:</b> PO, BS.</p> <p><b>3 MATTERS ARISING FROM November 20th 2017 MINUTES:</b> Nothing to report. These were signed and approved by Sally and 2nd by Mary.</p> <p><b>4 MATTERS ARISING FROM THE 2016/17 ACCOUNTS- Trustees.</b> WD,JD and TC as representatives of WPC were invited to voice their opinions/ concerns re lack of receipts and clarity over the recent accounts submitted for approval by the WPC before being sent to Charities commission, these accounts have not been approved and signed off mainly due to a problem with viewing and comparing them with previous and current years. The WPC members have all had access to accounts by email and postings on the web site, and are dealt with by a reputable accounting firm before being submitted for approval. This is the case with previous years accounts. There was general surprise amongst the WVH committee that the WPC should in anyway have concerns, it was discussed that in future the WVH will ask that the accounts be set out in a way that they can be read easily. Paul has always had an amount for incidental items needed on a daily basis which he always collects receipts for. Jane Daw will get more information re the trustees responsibilities and Wendy is to speak to the clerk and email Sally if the accounts had been approved, as there seemed to be some confusion over this.</p> <p><b>5 SENIORS LUNCH:</b> Mary reported that the lunch had been a great success with big thanks to Sarah and all the helpers, this event broke even with costs to Sarah of £406. A donation of £100 from the coffee morning money. In total 61 people attended. Jeanette Hogarth kindly sent some tokens which arrived too late so they will be used for the next event. Mary will pass on thanks to Sarah for her hard work and also to Rhiannon for driving people to the venue and delivering food to those who could not make it due to weather conditions.</p> <p><b>6 FIVE YEAR PLAN:</b> Sally is waiting for an update on the electrical and plumbing. Areas of hall possibly to be divided into sections so that we can have individuals responsible for certain areas and to research the costings for each area, Sally is to make a list for the next meeting.</p> <p><b>Slabs-</b> Paul and Richard reported that roots were a big problem but these have now been levelled.</p> <p><b>BANK MANDATE :</b> John has the electronic banking system in hand this will mean no handling of cheques and cash from hirers etc, all payments will be online.</p>	

**100 CLUB: Nothing to report, due for renewal in March/April.**

**7. H & S** There is an unpaid bill from the H.I.T training day, there is a credit note from HIT re one person less on the day, this has to be paid by the PC to enable the Vat to be reclaimed. Nick will email JO so that it can be settled and WN will check the current Vat situation with Brian.

**8. HALL MANAGERS REPORT:** Nothing to report at present although the disabled parking space has a sign, Paul will repaint when the weather improves. Paul has purchased a steel line to hang the long banners on at the front of the building. Francis Todd has approved all the changed electrics.

**9. GNS.** There is a General meeting/reception to be held in Rutland on 5th Feb from 2-2.30 with a view to networking and exchanging ideas, Sally and 2 others will attend.

**10. TREASURERS REPORT:**

**INCOME** £10,721.31

**EXPENDITURE** £ 8,890.74

Repairs and maintenance £2,325

Quilters/Stuart Hambin and 100 club are all still very good sources of revenue for the hall. It is vital we maintain good relationships with hirers and to hopefully create new customers going forward.

The caretaker costs are £1,969 per annum.

Balance in bank is £15,269.79 at present.

**11. FUTURE FUND RAISING EVENTS:**

A fundraising calender was suggested, and Sally is to present her receipts for the wine and food bought at xmas.

Santa was a great success, next time we may have santa stops around the village, it was good to see lots of new faces and a big thank you to all those kind helpers.

Ideas for a grand Summer fete with a bring and buy sale/ beer festival, games etc. possibly to coincide with the open studios events.

A competition for photos for a calender will be chosen at the fete/designs for a T towel childrens art competition all to involve as many areas of the village as possible. Kaz, Sarah and Sally will liaise with the organising.

**12. AOB.**

Cooker needs to be professionally cleaned Paul will get quotes, a stock check to be carried out on Monday 12th March at 6pm.

All of the cookery books have now been sold.

**DATE OF NEXT MEETING 26th Feb 2018**