

WING VILLAGE HALL MANAGEMENT COMMITTEE MEETING

MONDAY 20th November 2017

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

MINUTES	Action By
<p>1. PRESENT: SC,KB,BS,PB,MR,NK,SOB,RT,WN</p> <p>2. APOLOGIES: RK.</p> <p>3. APPROVAL OF MINUTES OF MEETING HELD 9th October 2017. signed and approved by SC.</p> <p>4.MATTERS ARISING: Maintenance Plan: A 5 year plan has been drawn up by Smithers Purslow regarding all future potential costs to the hall over the next 5 years..this was circulated to all members. MR and SAC noted there was no mention of electrics or plumbing. PB confirmed the new window cleaner will do the gutters Richard and Paul will look into relevening some slabs outside these could be a hazard and will be sorted immediately they will also look at the outside windows that need repainting and the wood floor in the main hall could be due to be resanded and polished. Mick Rodgers will review the report he and Sally are to meet up to discuss the electrics and plumbing being improved and feed back to committee with pricing for works,any comments to Sally before the end of November. It was suggested a fundraising/20th yr anniversary makeover to the hall and garden.</p> <p>Bank Mandate: All paperwork has been filled in and is now with the bank. John and Wendy have both been to the bank in Stamford (Nat West) Sally is to make a visit to speak to someone re an update.</p> <p>Accounts Examination for 2017 Sunita has said she would like to step down from doing the accounts, Sally will enquire re new accounts company to take over and will post out quotes to committee. It was agreed to engage a professional firm to examine the accounts as it will cover the committee better.</p> <p>100 CLUB: There will be a draw at the xmas lunch designed to create a bit of excitement to be done between the mains and pudding courses. John will advertise the 100 club on the Wing next Door site.</p> <p>5. H&S Nick has drawn up a pre function tick list for the xmas tree lighting evening. There will be a bucket of water available and fire extinguishers re fire pit/bbq/and sparklers. Floodlighting will be erected with bbq near the entrance to hall in case of</p>	

bad weather guests can eat indoors, Sarah will provide a gazebo and fairy lights and Helen and Richard will do the bar.

Nick reported accident book is missing, it was agreed to get it replaced.

6. HIRINGS

The Quilters are happy to re book for 2018 with all regular hirings taking precedence. We have had enquiries looking to hire out the small room, a move to send out terms and conditions to reg hirers making them aware of their duty to notify the committee with any future changes, so that the hall is used in the best ways possible. This will be reviewed in the new year.

In May next year there will be new data protection legislation coming in.

7. HALL MANAGERS REPORT.

H&S : NK updated the committee on the recent Food Safety Training.

Discussion was had about a probe and PB will look into this.

NK then mentioned the recent H&S report we had done. One of the issues raised was the disabled car parking space and PB said he would look into getting it properly painted up. SAC suggested that if there was a problem a fixed sign could be put up on the wall in front of the designated space. Richard has some crash barriers that could be put up to protect the wall.

Adam Cawthorne has kindly offered to upkeep the garden.

GOOD NEIGHBOUR SCHEME: SAC needs to sort out the DBS and rota.

There was a request from a resident in Bottom St to dig over her garden, Andy volunteered to do this and she was extremely pleased.

FUTURE EVENTS:

Christmas Tree Event: SAC and Sarah will come down early to set up, Mary will do a rice salad, Kaz to provide cakes and Sarah will do a tomato and mozzarella salad, Sally will do lettuce, Judith to do onions.

SAC has brought sausages and burgers and will go to wholesalers for rest of items.

WN suggested that Rose de Jardin may have a xmas tree we could have. WN kindly donated some xmas lights as she can't attend thank you Wendy.

Santas sleigh will leave Richards barn (grotto) at 5.45 and will proceed to the hall for 6.30.

PB will liaise with Pop and Pam re switching on the lights.

Pensioners Lunch is all in hand thanks to Mary. It was agreed the village hall would contribute the wine.

TREASURERS REPORT:

Total sales this year £10,331, the 100 club has had the highest revenue followed by the Quilters and Stewart Hamblin. Expenses are mainly the caretaker and janitorial. All in all it was viewed that we need £5000 to keep the hall running. Utilities are gradually going down.

TRUSTEES:

There is a parish council meeting next week 29/11/17. Brian asked John to advertise this on the Wing web site.

Please forward any comments. The Trust Deed will be proposed to be passed on to the charities commission.

There was a general discussion on this to bring WN up to speed with the history behind this.

DATE OF NEXT MEETING : MONDAY 15TH JANUARY 2018 at 7.30

oz. 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 , thios 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. TREAUERS 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 independant 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 liase 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 recieved thanking everyone for the token and flowers.

Nick has recieved the keys from Joanne.

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

held, possibly after a Parish Council meeting to make this change known to the community.

12.AOB.

Mary commented on the ovens needing a clean and will ask Paul to contact the proffessionals,

Richard advised a trolley has arrived to put the chairs/tables on for storage purposes. The old tables to be taken away.

13 AGM and advertising for new members.

14. DATE OF NEXT MEETING plus AGM-- 22nd MAY ----- Commencing 7pm followed by the committee meeting, all members happy to remain on the committee to email Sally.

<p>Roz, Brian, Richard and Mary have all requested to stay.</p>	
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