

**WING VILLAGE HALL MANAGEMENT COMMITTEE MEETING  
MONDAY MAY 21ST 2018 HELD AFTER AGM**

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

**PRESENT:** ,SC, KB WN, NK, ,PB, RT, JO, PoB, BS

**APOLOGIES:** MR, JB

**APPROVAL OF MINUTES** of last meeting 9th April were approved and signed by Sally Cox.

**Sally thanked and welcomed the new committee member Helen Cullen, who will stand as treasurer, this was proposed by Richard Tulloch and seconded by Roz King. Nick Knight will be standing down as Vice Chair, John Oakley standing down as Treasurer, Richard Tulloch has offered to be vice chair temporarily and will stand in whenever needed this was proposed by Kaz Burrows and seconded by Wendy Newsham.**

**Brian and Wendy are to still represent the Parish Council.**

**MATTERS ARISING:**

A caretaker will be needed as Paul Brewer is sadly giving up the job as Manager /Caretaker. He will remain in place over the next two months until someone is found, Paul O'Boyle has offered to cut the grass, Wendy suggested a rota in the meantime.

**100 CLUB**

Richard has suggested a Lucky no 13 draw perhaps once/twice a year depending on funds available. This will be a large amount of £100 prize and will be drawn at the summer extravaganza. All agreed this to be a good idea.

**HEALTH AND SAFETY**

Peter Nicholls has given the Hall a new contract, Nick met with PN and pointed out various things that need doing re H&S this is being done on a no fee basis,we need to look at the charges over and above the basics.

John Oakley suggested a thank you is sent to Peter for all his help and advice over the last few years.

**HALL MANAGERS REPORT**

Nothing to report except that the quilters have given Paul some encouraging comments. The wall has been damaged again so Paul is to devise a crash barrier over the next few days.

Nick will contact a builder to repair the brickwork.

**TREASURERS REPORT**

Helen Cullen has provided the committee with the following items:

It was resolved that:

1. The signing rules in the current mandate, for the Wing Village Hall current account numbered 45407738 – sort code 01 06 34 – be replaced as follows:
  1. Either one of Helen Cullen or Wendy Newsham sole authorised signatory up to £500
  2. Either one of Robin Cullen or Richard Tulloch sole authorised signatory up to £250
  3. Any two authorized signatories for unlimited amounts
  4. Helen Cullen and Robin Cullen may NOT sign together where 2 authorised signatories are required
1. The following authorised signatories be removed from the current mandate:
  1. Paul Brewer
  2. John Oakley

1. The following authorised signatories be added to the mandate
  1. Helen Cullen
  2. Robin Cullen
  3. Sally Cox

Also that there is £100 in the petty cash in the safe which Paul will have access until he leaves

To keep the main bank account.  
To change the mandate as above

HSBC Deposit account will be moved to NATWEST when Helen has electronic banking.

There will be 3 cheque books of which Robin Cullen will be co-opted as he will be Helen's support with accounts in case of her absence.

Viking Supplies: all the invoices will be sent to Helen for payment in future.

Cheques/cash receipts/ hall hirings will go straight to Helen.

John will continue to help Helen with all the invoicing over the next few weeks.

Robin has designed a weekly cash and cheque sheet for the future hirings.

The P.C must sign off the accounts before Helen can apply for gift aid, draft accounts have been sent to the PC meeting on Wednesday and will be presented by Brian for approval.

Sally is happy to send them to Duncan and Topliss and will get a price this week.

Brian will call a trustees meeting to review the accounts after they have been examined.

### **FRIENDS of THE EARTH**

The solar panel situation is becoming an issue and needs to be sorted out, Wendy is to speak to Richard Hogarth for further information.

**SUMMER EXTRAVAGANZA:** There will be a meeting with Lyndsay, stallholders Sally, Sarah, and Helen to discuss finances and further ideas for planning this event on Friday with a further meeting mid June.

### **LUNCH**

Thursday July 5th Judith is organising this for the village and outside, at the village hall to raise funds for the raffle. She needs offers of help on the day.

Cost will be a minimum charge of £6 to commence at 12.30pm.

### **AOB**

Data protection: Sally is to organise a talk regarding this issue at the moment this will not effect the hall as it is exempt from most things, this is to ensure that all members are aware of what exactly data protection is and how it can affect things. Sally will circulate an email with a date for a meeting.

### **FUTURE EVENTS**

**Barn Dance 2019** .... Richard will book the Higgedy Piggedy band at a cost of £450 plus caller, this event will be £10 per head with a max of 200 guests with groups booking a table each.

Toilets to be booked for the night

**Date of Next Meeting 20th June 2018 at 7.30pm.**