

# WING VILLAGE HALL MANAGEMENT COMMITTEE MEETING

## MONDAY 11th March 2019

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

| <p style="text-align: center;"><b>MINUTES</b></p> <p>Circulation SC, KB,SOB, RT, MR,BS, NK, JO, RK,JB, LB,HC,JR</p>  |  |
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| <p><b>1. PRESENT:</b><br/>SC,KB,BS,MR,NK,RT,WN,RK,JO,LB,HC. JR</p> <p><b>2. APOLOGIES:</b><br/>NONE</p> <p><b>3. APPROVAL OF MINUTES OF MEETING HELD MONDAY 28th January</b> were signed and approved by SC.</p> <p><b>4. MATTERS ARISING:</b><br/>Call My Bluff evening being held on Friday 12th April at 7.15 ..being organised by L B and HC is all in hand with cheese board and wines served for tasting and a bar with sale or return policy for the wine.</p> <p><b>5. TRUSTEES :</b> Brian informed the committee there was nothing to report at present.</p> <p><b>6. H&amp;S</b><br/>Jon Roberts was given a very warm welcome onto the committe as hall manager and will assist Nick with all H&amp;S measures once he is familiar with the hall etc Nick will then step down from his role. Nick is waiting for the invoice for the electrical testing, the PAT test is annually and every 2 years for all other electricals in the building.<br/>Peter Nicholls is due to do a full survey/ audit of the building and will provide a report with photos of any faults. Sally will invite him to join our next meeting.<br/>Audit Folder for H&amp;S need to discuss where we are with this plus a log book where any problems can be noted down.<br/>Policy statements need to be sorted and filed neatly ensuring everything is up to date and easily accessable.<br/>a framework for policies and procedures will be presented at the next meeting.<br/>The gas cooker now has a certificate of safety. A gas odour detector is needed in the form of a valve on the wall, this could cost £150. The possibility of replacing the cooker with an electric cooker was suggested.<br/>The problem with the rats is being dealt with John has discussed this with the Rat man and will look at a cost of £350 per annum to keep them out.The other loft seems to be ok<br/>Severn trent is to be contacted re the on going sewage problem.<br/>The soalr system does not appear to be working and we are awaiting a quote from the specialists hopefully this can be repaired it may cost as much as £1000 , but it was thought absolutley necessary to go ahead and make repairs as this brings in around £1300 per annum.<br/>The lobby has some flammable liquids stored and they should be removed asap to a separate outside shed.</p> |  |

**H&S continued :**

**Escape route :** this door should be converted into a push bar type door.

New keys are to be cut and given to John, an inventory needs to be done the kitchen door should be a fire door and to make shutters separating the kitchen from the small hall, John will get a quote for these.

A thankyou to Paul Brewer for all his hard work with Hall maintenance over the years is to be organised at the AGM.

#### **TREASURERS REPORT**

Electical work is still not finished and at present costs stand at £2000 and could possibly be more by the end of the year.

Helen and John have been working together re the ongoing running costs of the village hall.

Hall needs to be advertised more to attract more hirings.

**INCOME & EXPENDITURE** attatched.

We are now registered for gift aid, raising money is crucial for the future of the hall.

**BOOKINGS :** Sarah away.

#### **FUTURE EVENTS:**

Barn Dance July 6th, All the printing has kindly been donated by Sally and is ready to be delivered to all householders in Wing, a sub committee will arrange all the events on the evening ,food,tables,bunting, refreshments etc.

Kaz to make up a hamper with donations for contents.

**CALL MY BLUFF** wine tasting, is being organised by Lynn and Helen, this is all in hand and tickets will be £12 per head.

at the PCC MEETING Sally reported that she is to organise a fund raiser with a maze to maze walk and bbq after to be held on 13th April.

Madhatters Tea Party MAY 5th ...Sally to organise and she will ask Gloria and assistants to help do the teas.

Licence to play music is very expensive at £800 pa so we continue to not go down this route.

The welcome pack discussed earlier in the year for new residents moving into the village is still on the table with Joanne Beaver keen to be involved .

**JAZZ/BLUES** band 27th May.

**GARAGE SALE / OPEN STUDIOS** 16th JUNE plus refreshments in the hall.

#### **AOB:**

Roz mentioned a revised list of contacts of key holders and emergancy contacts still needs to be drawn up.

Sally requested a further meeting to discuss the restructuring of the committee, this is to be held at Sallys house on Wednesday 10th April at 7pm mainly to slim down the numbers on committee and have sub groups running each department abd one member to represent each group at the meetings. ie finance/events/H&S/Bookings etc.

**The AGM is to be held on Wednesday May 15th with a meeting after of new committee members.**

**An email to Sally re anyone requesting to step down.**

**Paving outside main entrance has become uneven and needs to be sorted this will be discussed at the next meeting.**

**7.TREASURERS REPORT:**

**There will be an AGM in early May where the 2016/2017 accounts should be presented and approved but this is not giving Helen sufficient time to get these in. It has been suggested the AGM be moved to October annually.**

**Statements of unaudited accounts dated 31st Dec 2018 are attached.**

**We need to employ an accountant to inspect the accounts and are looking for one.**

Paul Brewer was given permission and kindly carried out certain works, at a total cost of £238, as there is no hall manager at present this needs to be kept under control. Mary stated a problem with not being able to access the electricity cupboard as there is no code available in a case of power failure, there needs to be a list of emergency contact numbers on the notice board, Helen will compile this.

#### 8.AOB

**BOWLERS :** We have lost the booking for this club and are not sure where to store the equipment.

**QUILTERS:** A letter has been recieved by Sarah stating that they are upset that while they have hired the hall other hirers are coming in to set up and that there should be a clear break between this happening.

Office seems to be used at times and is a concern as there are confidential papers stored in the cabinets.

We need to ensure all hirers are aware of the exact timings for setting up and clearing away.

#### 9.FUND RAISING:

This is becoming more of an issue as the day to day running of the hall is becoming increasingly expensive, there is a need to look at cost cutting in some areas.

The Hall is now registered for gift aid.

**QUIZ NIGHT:** Was a huge success and thanks go to Helen,Lynn and team for all their hard work, £632.50 was raised.

Also a big thank you to David Saviour for his wonderful book.

**FUTURE EVENTS:** Lynn suggested a 'call my bluff ' wine evening with a bar and a cheese platter, date to be confirmed.

May/June Music soiree possibly jazz or classical, Sally to host this.

**JULY 6th Barn Dance,** hosted kindly by Richard and Mary aiming for 200 + guests who will be invited to make up a table,the theme will be colourful and bright, buffet supper, Sally has offered to print the leaflets, loo hire, H&S etc, pay bar and raffle, all this will be discussed at length at a further meeting on Monday 4th Feb.

**GARAGE SALES:** Judith, Kaz and Sarah are to organise these in May/June/July.with refreshments in the hall plus in June it will co-incide with the open studios which will bring people in.

**SUNDAY TEAS:** It was decided that hese will not be held this year.

Quiz in Sept/Oct and a New Year Party ?

#### 10.HALL HIRINGS:

Stuart Hamblin has given dates for hiring up until August 2021.

Helens offer of use of her house for the quilters needs to be clarified.

**CLEANER:** Angie is doing a brilliant job, th ecommittee felt it a good idea to send a card of thanks and possibly a bonus.

#### 11.FUTURE CHANGES TO COMMITTEE:

Members asking to stand down at the next AGM are : Sally Cox (chair) Kaz Burrows (secretary) but will remain on the committee, Wendy Newsham, and Mary Rogers.

Sally suggested that in future to make the meetings less lengthy that a representative from the main groups attend the meetings ie one member from H&S,one from fundraising/ one from management/treasury etc and to feed back ideas to the relative groups.  
Helen is to produce a document re the aboves new system, and will trial this in the coming months.

**DATE OF NEXT MEETING: 11th March 7pm.**

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