

Colton Village Hall Management Committee

Minutes of the Meeting held on 28 April 2016

1. **Members Present** S Barnett M Godfrey S Jenkinson I Jones P Jones R Lawrence A Lloyd B Lloyd J Macmillan P Macmillan R Monbiot Ann Nunn was in attendance

2. **Apologies** K Ball M Havelock P Waring

3. **Disclosure of Interest** Nil

4. **Minutes of the Last Meeting** After two amendments to item 9, the minutes were approved and signed.

5. **Matters Arising** a) Following reflections since the last meeting, the paper on Executive Action circulated with the Agenda was proposed for adoption by AL, seconded by JM, approved. It replaces the proposal agreed at the previous meeting b) RM wished to clarify that the AGM to be held in June will incorporate brief publicity slots for the History Society, Tai Chi, and ballroom dancing. Agreed. C) SB reported on the cost from LDC of acquiring, installation and emptying of a dog litter bin. PM had also investigated the cost of commercially available bins, and after discussion it was agreed that a bin costing c. £126 + VAT should be purchased by PM and that SB would investigate whether LDC would empty the bin acquired from another source. D) SB pointed out that if the observation shelter were sited out of sight of neighbours, the planning approval process would be easier. JM said he had confirmed that planning permission would be needed. The idea of a mobile shelter was raised. E) Re the dog fouling notice circulated by JM, the wording was agreed after the deletion of the words "By Order".

6. **Chair's Report** IJ reported that the Parish Assembly had been informative, and referred to ongoing discussions on the cleaning of the hall, to be considered later on the agenda.

7. **Treasurer's Report** RL presented management accounts to the year end 31 March 2016. Income from hire fees, after the correction of invoicing anomalies, had exceeded the budgeted figure. Fundraising income was close to the budgeted target. Donations included a sum of £200 from Mr & Mrs D Bradbury, for which the committee expressed its thanks. AL said we were awaiting the outcome of an application for a grant of £1000 from Staffordshire's Local Community Fund towards the cost of refurbishing the car park. No approach had been made to the Parish Council for a grant. Heating and Lighting costs have increased due to more frequent use of the hall; cleaning costs remained as in the previous year although this is unlikely to be maintained in future. Repair and Maintenance costs were low because of high expenditure on capital items, eg car park, garden wall and new furniture. The balance sheet showed that the debt was considerably lower than last year at £390. The committee congratulated RL on this performance and the report was received with thanks. RL would propose a budget for 2016/17 at the next meeting. Already for 2016/17 we have had £4000 in advance payments, including annual hire charges from the History Society.

8. **Sub-Committees. Ways and Means:** RL was arranging for a carpenter to repair the main door frame for which an extra door stay is needed. PJ to contact supplier via John Carter. Following a request from the hair of the Produce Guild, it was agreed to purchase a second sack truck at a cost of £34.99. Pete Havelock had kindly agreed to fix a bigger base plate to it. AL proposed that the chairman be allowed to authorize spending up to £50 for sundry purchases between meetings. Agreed. IJ offered to research prices for a replacement glitter ball system, spend of up to £150 for this purpose was approved. The resurfacing of

the car park had included the regarding of the tarmac up to the main access ramp to remove a potential trip hazard. PM thanked the garden group for the garden's appearance. IJ had priced the cost of a dado rail for the main hall. Purchase (max c £145) approved. AL to arrange fixing. RL to arrange advice on improvements to fire alarms. **EASC:** JM reported that all papers relating to the Tesco grant had been accepted and were waiting approval in July. The process for obtaining written quotes for fencing, the shelter and the interpretation boards had begun. **Marketing:** KB was promoting a table top sale on 22 May via Facebook. The committee welcomes this initiative and the new means of advertising, which is also being used for weddings etc. MG had continued his series of articles in the Parish Newsletter.

9. Revenue Generation and Reserve Fund RM argued that with costs increasing and given the need to build a reserve, it was important to expand our sources of revenue, particularly through grants for specific projects. He proposed that a small group be established to consider this. Agreed, the group to comprise RM, RL and MG. SB asked whether we had an enquiry from the Charity Commission re our reserve. We had had no such enquiry since our reserve had been clearly identified in last year's Annual Trustees' Report.

10. Constitution Consultation within the Parish had produced no further feedback. JM will review the draft and recirculate to VHMC for discussion at May's meeting.

11. Events Tony Winter had confirmed his availability for the September auction (24.9.16). BL to arrange for notification via website. Details would need to be sorted in July meeting. No one had come forward to lead the planning for the Xmas Fayre. MG to call again for volunteers in another newsletter article, failing which we would approach individual parishioners. SB suggested that the committee consider other formats for the Christmas event, ideas to be offered at the next meeting. RM to ask KB to submit request for volunteers via Facebook.

12. Booking Report AN enquired re arrangements for admitting polling personnel to Bellamour Room on 5.5.16. PJ to alert Ann Martin.

13. June 2016 Meeting Dates It was agreed to hold the ordinary June meeting, with a short agenda, immediately after the AGM on 30 June. A meeting on 23 June would not be held. AN to amend calendar.

14. Energy Saving An application had been sent to EON for a grant under its "Energy Action Fund" to install electrical energy saving measures. AL advised that quotations had been received, but we should not proceed with the work until the outcome of the application was known. Quotations had also been received for a small gas boiler to replace the large immersion-heated tank. The committee asked that further work be done on costings for this.

15. Cleaning Workload RL said that increased use of the hall especially in the summer and a number of back to back bookings had prompted a need for extra cleaning. The issue had been raised with Ann Martin who had indicated she was likely to reach retirement age in approx. a year's time, and promised six months' notice of a decision to retire. Meanwhile extra help with the cleaning was needed. The committee agreed the principle of securing extra help for Ann, but left details of the precise arrangement for further discussion.

16. Trustees' Annual Report AL offered to prepare with RL an initial draft of the report for 2015/16. They would welcome suggestions from trustees on those activities which had contributed to the meeting of the Charity's objects.

17. **Secretary's Report/Correspondence** BL reported that following the Parish Assembly, both RM and AL had written to the Parish Council, to comment on the size of the Parish Council's reserve and the means of accessing it.

18. **AOB** Nil

Date of Next Meeting Thursday, 26 May 2016

The meeting ended at 10.05pm