

## Colton Village Hall Management Committee

### Minutes of the Meeting Held on 27 August 2015

**1 Members Present** S Barnett I Jones P Jones  
R Lawrence A Lloyd B Lloyd J Macmillan P Macmillan M Monbiot R Monbiot  
P Waring

The Chairman welcomed L Craddock, in attendance on behalf of the History Society. It was agreed that she, and others who were regularly in attendance, should be offered the trustees' induction.

**2 Apologies** M Godfrey S Jenkinson J Kinsman J Low R Simcock

**3 Disclosure of Interests** None.

**4 Minutes of the Last Meeting** Signed as a true record.

**5 Matters Arising** JK had pointed out that the Tesco Community Champion had gained the support of a number of other local companies in connection with the play area. RM notified that Tesco managers were coming to paint the play area equipment on 16 September. A third mother had volunteered to help in maintaining the play area and was willing to join the committee.

**6 Chair's Report** IJ expressed satisfaction that issues raised by the signatories' group were resolved and thanked those trustees who had helped to achieve this. He confirmed that the stage lighting cans were defective following a test and replacements would cost approx. £600. As use of these lights has been low, it was agreed to take them down until evidence of increased demand was available.

**7 Treasurer's Report incl. report on Dains accountancy meeting** Having paid for the new paving RL reported that the bank balance is £10564.21. He then summarised the outcomes of his meeting with Helen Lane of Dains, Accountants, that Bill Brown had arranged and also attended. RL had discussed with her at length the accounts for 2014/15 which he had put into the SORP format. (RL presented to members those accounts in both the original and SORP formats.) Ms Lane had been very pleased with the structure and content of the accounts, but suggested minor amendments. She confirmed that our independent examiner, who had approved our accounts, was a qualified accountant. She had received a copy of the annual report for 2015 which met Charity Commission requirements. The meeting congratulated RL on the very satisfactory outcome and agreed that no further consultation was necessary.

**8 Sub-Committees Ways & Means:** No meeting to report, but ongoing items of maintenance were being pursued including maintenance of the garden wall. RM suggested possible use of voluntary labour. **EASC:** No recent meeting, but JM reported that the field had been mown, the hay removed, followed by scarifying. More wild flower seed was to be purchased to speed up the establishment of the meadow. The WI had obtained native seed to be sown in a designated patch. **Marketing:** RM referred to the two Parish Newsletter articles seeking volunteers for caretaking and maintenance. He asked for permission for the Marketing Group to update the VH website: agreed.

**9 AGM Issues, incl. report on meeting with signatories' representatives** JM reported on the meeting of 30<sup>th</sup> July with representatives of the signatories' group. The latter had not pursued issues raised at the AGM but had raised instead several technical issues which it was agreed we should address.

- (i) JM proposed, seconded AL, that any proposed changes to the pricing policy and to the governing document (constitution) be put out to consultation prior to their adoption. Approved nem con.

- (ii) JM proposed, seconded RM, that clause 24 of the governing document (relating to the date of AGMs) be amended by deleting the word March and substituting the word June. Approved nem con.
- (iii) JM proposed, seconded RM, that approved copies of the minutes of VHMC meetings be published on the VH website. Approved nem con. JM proposed, seconded RM that shortly after a committee meeting the draft minutes should be circulated to members for initial comments on accuracy and thereafter forwarded to MG so that he could include appropriate points in Parish Newsletter articles. The VHMC would, as now, formally approve the minutes at its next meeting. Approved nem con.
- (iv) The meeting agreed that the proposal that we commission independent external accounting advice had been dealt with as reported under item 4 above.

**10 Role of Village Organisations' Representatives** Discussion highlighted the importance of village organisations' representatives in ensuring effective two-way communication between VHMC and their organisations. Significant issues being considered by VHMC should be drawn to the attention of the organisations, which could give feedback if they wished. It was agreed that a message to this effect would be sent to the chairs of each organisation. RM indicated that a report from their representative was an agenda item for each Produce Guild committee meeting. He suggested that representatives could ask their membership to provide volunteers for the VH. PW recommended that we hold an open morning for parishioners to show them the hall and to discuss new developments. This was agreed.

**11 Management Issues** In the light of recent events IJ proposed support for the use of a broad working group, constituted ad hoc according to expertise relevant to the issue to be addressed, to work as the need arises on specific tasks authorised by the committee, to which it must report back regularly. Agreed.

**12 Events** BL advised that the auction is to be held on 3 October and relevant jobs were allocated for booking in and the auction. Ann and Duncan Shortland are to organize a quiz on 14 November. The arrangements for the Xmas Fayre led by Rebecca Simcock and Karen Hill are well underway and they will be seeking donations for tombola, raffle prizes etc.

**13 Repair and Maintenance** PJ reported that gutters at the front of the VH had been cleared and he and AL were to adjust the barrier. The plumber who installed the water safety cut-off valve would be asked to check its sensitivity. Replacement bulbs are needed for the glitter ball following further failure. RM raised the question whether volunteers using their own tools were covered by the VH insurance, RL to investigate. MM had identified the need for an under the counter freezer for the kitchen. It was agreed that one could be purchased up to the value of £150. RM raised the issue of current licensing arrangements for village halls, as he believed the number of licences allocated under our licence approval has changed. SB suggested details be checked with Sarah Pearce, LDC's Licensing Officer. It was confirmed that the VHMC had no plans to take out its own alcohol licence. It was agreed that the loft ladder in the Bellamour Room should be moved asap to the hatch in the ladies' toilet and the gap left sealed. MM requested that consideration be given to fixing a protective strip to the walls of the main room. The walls and paintwork had been damaged by chairs being pushed against them. The Ways and Means Sub-committee was asked to consider this.

**14 Secretary's Report** BL planned to use a separate diary to record key administrative dates, which would be brought to the attention of committee members well in advance of deadlines.

**15 AOB** PJ pointed out that as soon as the committee's response to the signatories had been approved, it was in the public domain, and being commented on by people outside the Parish with no connection whatsoever with the VH. PJ said he would arrange for the servicing of the gas boilers. MM asked that the gas cooker be checked at the same time.

**16 Date of Next Meeting** Thursday, 24 September 2015

The meeting ended at 9.40pm