

## Colton Village Hall Management Committee

### Minutes of the Meeting Held on 28th January 2016

**1. Members Present** K Ball M Godfrey M Havelock S Jenkinson I Jones P Jones R Lawrence A Lloyd  
J Macmillan P Macmillan R Monbiot P Waring

**2. Apologies** S Barnett J Kinsman B Lloyd

**3. Membership** M Havelock, representing the church, signed the trustee register and declaration of interest.

**4. Disclosure of Interests** Nil

**5. Minutes of the Last Meeting** Corrections were made to minutes 5 and 6, then signed as a true record.

**6. Matters Arising** Nil not on agenda

**7. Chair's Report** IJ thanked K Ball and A Nunn for agreeing to act as booking officers. KB confirmed that the arrangement was working well so far. Organisations were booking well in advance and the "first come first served" principle was being used successfully. IJ thanked all those who had helped to make the Christmas Fayre so successful. RL said that we should advise users of the kitchen of the temperature settings of the fridge and freezer and provide small thermometers for the appliances. Finally, IJ thanked the Hiring and Pricing Sub-Committee for the hard work they had done in reviewing pricing arrangements.

**8. Treasurer's Report** RL reported on the financial situation to December 2015. Income from hire was likely to increase this financial year compared to the previous one, though unlikely to reach the budgeted target of £12k. Expenditure on heating and lighting had increased but we should be able to negotiate a more favourable contract from the beginning of April. He noted that the mobile phone, a new expense, was going to cost approximately £400 over the year. There were a number of capital costs, including new tables, the replacement garden wall and the water boiler. We had spent £5k more than budgeted for and £1k over income. RM urged that we raise grants and boost income from external sources. AL said that we must first identify our priorities rather than seek grants haphazardly. He suggested that the Ways and Means Sub-Committee, supplemented by other interested members, should address this issue. Agreed. RL confirmed that we had £10,144 in the bank.

**9. Sub-Committees Ways and Means:** The five new tables had been fetched and were ready to use. It was noted that the chair trolley had a damaged tyre; PW said he knew a place where it could be repaired and he would investigate for us. **EASC:** JM was pleased to report that the CLNR application to Tesco under its plastic bag scheme had been shortlisted. It was sure to receive an award, but the size of the award was not clear at his stage and would not be known until a public vote had been held in the Rugeley store. He referred to a confidentiality clause in the conditions, which meant that we could not publish news of our success for the moment. The Committee expressed congratulations on this pleasing development. **Hiring and Pricing:** JM presented the sub-committee's report. There had been little feedback following the consultation exercise, which he hoped meant that the report was not contentious. The responses from three parishioners had been carefully considered and certain ideas had helped the sub-committee to develop its thinking. The thought of using the direct debit method of payment had been dropped as the bank had advised it would be too expensive. The sub-committee recommended a number of clarifications in the text: In para 1 "in advance" was deleted; paras 4 and 5 were revised to show clearly that it would be possible to hire the two rooms separately, with flexibility over the time period allowed. JM emphasised that the recommendations went a long way towards creating a privilege rate for parishioners' private events cf. Monday to Thursday all year, and all week from 1 October to 31 March. The group proposed that these arrangements should take effect from 2016. Agreed unanimously. PW noted that the Parish Council was missing from the list of village organisations, JM undertook to rectify this. In the light of more recent thinking, RM proposed, seconded MG, the following amendments: i) the period for payment of the full hire fee/balance should be 14 days; ii) the period of notice of cancellation (terms and conditions) should be 28 days; iii) a special deposit (damages bond) of up to £100, para 9, terms and conditions, **may** be required; iv) the admin fee for cancellation should be deleted. These amendments were approved nem. con. MG proposed, seconded RL, that the revised document be adopted. Agreed unanimously. In response to a query from BL about invoicing, it was confirmed that she would be

sent the information she needed to draw up invoices, including the prices actually paid. **Marketing Group** MG referred to the article published in the January Parish Newsletter, which had focused on finances and the new booking arrangements. KB proposed to put the Village Hall on Facebook: she would control postings. We could concentrate on parties for young children and the six-week special booking rate. We should aim to reach younger age-ranges. The Committee warmly supported this initiative.

**10. Keyholders/Key Code** It was agreed that we should keep track of who holds keys and what the need was. AI and BL would let KB know who hold keys currently. It was stressed that the outside door of the Bellamour Room must be locked with a key from the outside and that it should remain locked when not in use (as a fire door it opens with the handle on the inside). JM would devise and email message to village organisations and KB would put up a notice on the door. KB confirmed that the key code would be changed every three months.

**10. Simultaneous Booking of Main Hall and Bellamour Room** This had been dealt in the report from the Hiring and Pricing S-C

**11. Caravan Club Issues** Following rutting of part of the field, it was noted that Graham Brown would roll the damaged area when it was dry. BL and Ann Martin had arranged that solid waste (sanitary towels, wipes etc should be placed in closable nappy bags in the toilets and these put in the bin. Notices to this effect were being prepared. KB would so advise marshals of caravan rallies. She would also remind them that in the interests of privacy caravans were not to be parked by the neighbours' fence.

**12. Bellamour Room and Sound Proofing** It was agreed to investigate the feasibility and cost of sound proofing. It may be possible to have a free assessment conducted. It was suggested that given the likely cost compared to the income generated by separate use, sound proofing may be possible only with the aid of grants.

**13. Queen's Birthday** MH reported that the Church of England had asked all its churches to celebrate the Queen's official birthday during the weekend of 11/12 June 2016. St Mary's wished to do this and asked if village organisations, including the Village Hall, would support it. MH said that she would co-ordinate activities within the Parish. AL proposed that in principle we should support this initiative in the same way as John Carter's original proposal, ie by making certain of our facilities available as the VH's contribution to the event. The notion of a "bring-your-own" picnic on the field was discussed, with the possible sale of tea, coffee and squash. It was agreed that we should give support in principle, with details to be worked out later. KB said she would pencil in the Saturday and Sunday on the calendar.

**14. Events: Quiz** Duncan and Ann Shortland were planning the quiz to be held on 12 March and would advertise it. Support for participation should be canvassed in the **Auction** Jobs were allocated according to a list provided by BL, with an indication of whowould contact those not present at the meeting. IJ took charge of the list as BL was shortly going on holiday. **Spring Open Day Sunday 3 April** The precise format and the advertising for this informal event needed to be decided. The Marketing Group agreed to consider this and come back with recommendations to the February meeting. RL asked that Tai Chi and M3 Studios should be included, in order for them to show what they offer. **Dance Classes** Marion Vernon had offered to run beginners' ballroom dance classes. She proposed that they should operate as a village hall event, with income going to the Village Hall. This offer was warmly supported.

**15. Booking Reports:** KB reported that bookings were going well. RL stated that so far this year £3k in deposits had been taken, which reflected some half a dozen significant bookings. RM asked if the number and type of bookings could be reported to the next meeting. KB suggested that the privilege booking rate should be extended to parents not living in the Parish but whose children attended Colton School, as this would increase usage of the hall. Agreed.

**16. Repairs and Maintenance** The alarm system was working normally, but PJ would contact the installer of the fire alarm to replace the break glass box in the entrance. He would also ask P Atkins to check the timer of the car park lights. RL was chasing the builder over completion of a number of minor works, including the plastering of the Bellamour Room ceiling, the main entrance ramp and the main door frame.

**17. Secretary's Report and Correspondence** BL had received an email from JK, which was read out, indicating her wish to stand down at the March meeting. In the October edition of the Village Halls Newsletter, published by the Community Council of Staffordshire, there was a list of ways in which parish councils could support village halls, including membership of their management committees and through grants and support for maintenance and capital projects. A copy of the list was passed to PW, with an expression of thanks for past and current support.

**18. AOB** JM outlined a timetable for revising the constitution, including consultation. The Hon Officers would consider a first draft, after which a draft would be circulated to members early in February, so that their initial comments could be fed into version to be considered at the February meeting, with a recommendation for approval in principle subject to consultation in the Parish. An announcement would be made in the March edition of the Parish Newsletter giving the email address of the secretary, to whom comments could be sent. Consultation would end on 31 March. The revised document would be presented to the Committee for formal approval at its April meeting. This outline timetable was agreed.

**Date of Next Meeting** Thursday, 25 February 2016

The meeting ended at 10.05pm.