

Colton Village Hall Management Committee

Minutes of the Meeting Held on 31 March 2016

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

2. Apologies J Kinsman

3. Membership It was noted that JK's previously submitted email of resignation was to take effect from the end of this meeting. IJ to send letter of thanks for her contribution.

4. Disclosure of Interests None

5. Minutes of the Last Meeting Amended especially in relation to items 9 and 12 and to be circulated for final agreement before signing

6. Matters Arising a) Re item 6, AN reported that the system to check booking of the Bellamour Room with the first booker was already in place. b) BL notified that she had no list of key holders, but this information was provided at the meeting and would be sent to Kerry. c) The rolling of the field had now been done.

7. Chair's Report IJ warned about an email scam which encourages use of exorbitantly expensive phone lines with the offer of reductions on purchases or money off vouchers. These are being put out in the name of major retailers. Village organisations should be alerted by the representatives. IJ expressed thanks to all who had helped to organise the auction and quiz in March.

8. Treasurer's Report RL reported that we have £9500 in the bank, including £3k of advance payments, and that Duncan Shortland has amended the online diary so that from April it can be used to generate management reports in order to monitor bookings. It will also be possible to print off the diary entries to which fees charged can be added.

9. Sub-Committees Ways and Means: Gravel has been spread at the base of the garden wall. AL reported that EON was offering grants (up to £2000) for energy saving measures. A quote of £1950 had been obtained for internal and external lighting to use as a basis for an application. A further quote was being sought for a small on-demand gas boiler to replace the expensive immersion-heated tank in the roof. It was proposed by RM seconded JM that grant applications be made for each of these. PJ reported that there had been a problem with the fire alarm caused by old break glasses, and the installer had replaced a broken glass near to the main entrance. A quote for an annual service has been requested. **EASC:** JM reported the bid for an award from Tesco had been successful and £8000 will be available. The intention is to re-fence the CLNR field, to fence off the Staffordshire Way as a corridor and to erect a viewing shelter and interpretation boards; planning permission may be needed for the latter. The group was reminded that possibly further funds will be available from the solar farm project and HS2. Plug plants raised by Bev Croft are ready for planting but paths need to be mown first and RM had volunteered to do this. The committee agreed to the siting of a "bug hotel" within the reserve area. **Marketing:** An article has been published in the Parish newsletter and KB has agreed to join the group. RM suggested we need to identify gaps in the type of bookings so that they can be remedied. **Hiring and Pricing:** MG proposed, seconded by RM, that AN become a member of this group, agreed.

10. Executive Action In considering the discussion document circulated with the agenda, JM argued that retrospective validation of decisions taken by sub-groups was unsatisfactory and potentially dangerous. A distinction should be made between a genuine emergency and some other urgent circumstance. It should be possible to quickly contact trustees to obtain permission for proposed action, especially where a significant sum of money is to be spent. This would grant delegated powers and secure accountability. The text of the circulated document was amended accordingly and the revised wording adopted. Proposed JM, seconded AL. (Approved version attached to these minutes.)

11. Administration of the AGM AL commented that the discussion paper circulated for this item was based on arrangements used for last December's EGM. JM proposed an amendment relating to items to be accepted for

discussion under AOB. With this amendment the paper was proposed RM, seconded SB, agreed. (Approved version attached to these minutes.)

12. Priorities for Expenditure AL argued for a more rigorous approach to prioritising spending, distinguishing between wishes and needs. This would form the basis of the reserve, but RM indicated we need also to identify the source of funding for such items, seeking grants and sponsorship wherever possible. Suggestions to RL before the April meeting, including recommendations from village organisations.

13. Events Quiz: £138 raised from the quiz, thanks to Duncan and Ann Shortland. **Queen's Birthday:** MH reiterated the information presented at the last meeting, adding that teas will be provided in the church by WI, contributions from evensong at which the Community Choir will sing will be donated to a charity of the Queen. SJ confirmed that the History Society will put on a small exhibition. **Auction:** The March auction was a great success and raised c £420 including £93 from the kitchen. SB passed on the suggestion from Tony Winter that we should arrange three auctions per year, but this was not accepted. A review of the March auction resulted in a decision to arrange another event on 24 September, booking-in to take place on Friday 23. IJ to contact Tony re whether he is available. **Xmas Fayre:** Volunteers were called for to organise this year's fair, especially someone to co-ordinate the planning. MG suggested that this request be made via the Parish Newsletter, the village organisations and the Parish Assembly. **Other Events:** The wine tasting was a success and raised £75 and a further event was scheduled for 22 July.

14. Booking Report AN reported that she and KB were working well together, and MG commented on the helpful article in the Newsletter. Children's parties were popular, and parishioners were using the hall more. KB advised that prices for outside bookings had probably reached a ceiling, and Facebook is proving useful for bookings.

15. Parish Newsletter MH reported on the meeting held 21 March and referred to at the last meeting. She stressed the great difficulties being faced by the editor: software problems, logistics of distribution, and the extraordinary amount of time devoted to the role each month. Heather was currently receiving support, but had indicated a determination to resign fully from the role in December. Volunteers needed to be called for and this will be achieved by an article in the Newsletter, the raising of the issue within village organisations and at the Parish Assembly.

16. Dog Fouling BL reported that dog fouling seemed to be on the increase on the playing field and on the CLNR field. It was decided that the notices issued by LDC which erroneously indicated that a surveillance system was in place were totally unhelpful, and after discussion PM offered to get a price for a suitable bin for the collection of dog mess, which she would be willing to empty. SB offered to find out the cost of a bin and emptying service by LDC.

17. Secretary's Report/Correspondence Nil

18. AOB The Tai Chi class has been approached and asked to put on a display at the AGM in June and they would like a formal invitation. Marjorie Monbiot to action. The History Society had also agreed to display some pictures of historic buildings including the Village Hall.

19. Date of Next Meeting 28 April 2016

The meeting closed at 10.10 pm