

Colton Village Hall Management Committee

Minutes of the Meeting Held on 26th November 2015

1. Members Present M Godfrey S Jenkinson I Jones P Jones R Lawrence A Lloyd
B Lloyd J Macmillan P Macmillan R Monbiot R Simcock P Waring
In the absence of IJ, RM took the chair

2. Apologies K Ball S Barnett M Monbiot

3. Disclosure of Interests PW in relation to item 9.

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

5. Matters Arising Nil not on agenda

6. Chair's Report RM thanked all who had contributed to the construction of the garden wall. It was noted that gravel should now be ordered to complete the job. Thanks were also due to Tesco for the painting of the play area fence. RM summarised the issues arising from the simultaneous booking of the main hall and the Bellamour Room. M3 had agreed to move its classes to Monday evening from January, and also to minimise any disturbance to the WI bookings in December. RM offered to oversee this undertaking. Thanks were offered to RM, IJ and WI for this successful outcome. RM then reported that MM had sent a letter of resignation as booking officer, with effect from January. He informed the committee that Shirley Carter was now at home but still not well.

7. Treasurer's Report RL reported that MM had taken £2000 of income in the last month, bringing the bank balance to £11362. This included £3k of prepayments for 2016/17 and 2017/18, but there were outstanding bills. RL re-presented the accounts for 2014/15 which had been seen by the committee earlier in the year and had been independently examined. He proposed that the balance sheet, P & L account and his covering report be submitted, with the trustees' annual report, to the EGM. He would amplify some of the points from these papers in a power point presentation. Agreed. It was suggested that this should be the pattern of submissions for future AGMs. JM referred to a format for the presentation of quarterly management accounts that he had discussed with RL, and which he proposed should be adopted in future. This was seconded by AL. Agreed.

8. Sub-Committees Ways and Means: Various jobs have been progressed, including the replacement of the failed kitchen boiler, moving of the loft ladder and the boarding of the loft hatch. RL said we would need a plasterer for the latter. RL had purchased the boiler from G & J at a significantly reduced price of £800, and he had also fitted it. SJ was thanked for checking and replenishing the stock in the first aid box. The supplier of the tables and chairs had been asked to provide extra magnets and table trolley wheels. **EASC:** JM indicated that Carla Thompson had resigned from her role of liaising with the school and a new person was needed. Membership was slightly down, and the income stream was not rising, but it had been decided not to have a table at the Xmas Fayre this year. Suggested grants from Tesco via its carrier bag scheme were not available for projects for less than £8K. **Hiring and Pricing:** RL reiterated that it was essential to raise more income from 2017, particularly from external hirers. It was possible that a new line-dancing class could replace the one lost with effect from January. The report submitted by the SC was discussed and it was agreed to revise a) the wording of bullet point 3 under "Recommended Booking Prices 2017", b) a similar reference under para 4 of the same section and c) the list of village organisations. JM to amend. RM pointed out that the Village Hall is forgoing some £3.5K of income through the concessionary rate to village organisations. It was agreed that the revised document should be sent to chairs of village organisations and circulated with the Parish Newsletter to households. Feedback would be sought as part of the consultation process in time for the January meeting. SJ said that the covering letter to village organisations should stress that fund raising was needed now. AL said that the model should be that of cooperation between the village hall and village organisations, as we are a village organisation too. JM raised the possibility of an entertainments SC in order to stimulate participation in the parish. **Marketing Group:** MG reported that an article in the Newsletter had covered issues already discussed, but the main news was that MM had resigned from her role as booking officer. He and RM had engaged discussion with a parishioner who had expressed an initial interest in helping with the bookings. The model being considered involved a person to act as a focal point and coordinator, supported by a number of "showers and tellers" who would meet prospective hirers, show them the hall and conclude bookings. A VH phone and a VH email address would be needed. This model and the offer of help were being actively explored. The committee warmly welcomed this development.

9. Playground, including Annual Inspection Report. The inspection report for 2015 had been circulated to members. AL would obtain the inspector's scoring methodology when he had obtained the inspector's contact details. Both BL and RL had written to the Parish Council to determine the means by which its reserve could be accessed for grants. PW acknowledged the issue, and advised that Alan Toplis, a local authority auditor, could provide expert guidance.

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

11. Events Final arrangements were made for the Xmas Fayre. The Spring Open Day (3 April 2016) was discussed, as was the idea of approaching the History Society with a view to their mounting at the open day an exhibition on the history of the VH. SJ agreed to raise the matter with the History Society. Further to this, it was suggested that hiring arrangements for History Society exhibitions could be discussed as and when they arose. SJ to report back to History Society.

12. Repair and Maintenance As in items 6 & 8 above.

13. Secretary's Report/Correspondence BL reported that the County's Village Hall Advisor had notified details of a food safety course available to anyone who was interested.

14. AOB PJ asked whether a number of books could be placed in the loft to be borrowed by parishioners. Owing to difficulties of access, it was felt that this was not practicable.

16. Date of Next Meeting Thursday, 28 January 2016.

The meeting ended at 9.50pm.