

## Colton Village Hall Management Committee

### Minutes of the Meeting Held on 24th September 2015

- 1. Members Present** S Jenkinson P Jones J Kinsman R Lawrence A Lloyd B Lloyd  
J Macmillan P Macmillan M Monbiot R Monbiot R Simcock P Waring  
In the absence of IJ, RM took the chair
- 2. Apologies** S Barnett M Godfrey I Jones
- 3. Membership** RM reported that Kerry Ball was willing to join the committee, having a special interest in the playground
- 4. Disclosure of Interests** None.
- 5. Minutes of the Last Meeting** Signed as a true record.
- 6. Matters Arising** MM advised that the painting of the hall had been done, the glitter ball bulb replaced and a freezer installed. Three chairs needed repairing and further clearing of the gutters was required.
- 7. Chair's Report** RM reported that a new resident, Alan Freeman, had volunteered to help with DIY jobs. Three quotes had been obtained for the repair of the garden wall, ie £800, £1500 and £2300. The builder submitting the lowest figure had done excellent work on a neighbouring property and had a low daily rate for his labour. RM proposed that the lowest quote be accepted. Agreed nem con. SJ said that her husband was a quantity surveyor and could help if needed with estimating materials required. It was confirmed that an EGM would be held in December solely to receive the audited accounts and the annual report for 2014/15. This would be a meeting open to parishioners. AL reminded members that an open day for parishioners had been proposed. JK suggested March 2016 for this. The pricing group would be convened shortly to consider hire charges for 2017, and the issue of History Society exhibitions. The form of consultation with parishioners could be decided when the committee received recommendations from the group.
- 8. Treasurer's Report** RL reported that the bill for outside paving had been paid, leaving £10147 in the bank account.
- 9. Induction of New Members/Trustees** RL and AL would be holding an induction session in October, and would circulate possible dates to those involved.
- 10. Sub-Committees** **Ways and Means:** Owing to resignations earlier in the year the group was depleted and needed new members. Volunteers were called for, and it was agreed that they need not be committee members. At a recent meeting the group arranged to progress a number of minor works including moving the loft ladder: repair of barge boards; the fitting of a rain shield over the main door. RL would obtain prices for a plastic dado rail for the main hall and PJ would obtain quotes for a replacement log for the play ground. It was agreed that we should apply to the Parish Council for the cost of the latter repair. The group asked the committee to consider the purchase of 5 more tables to prevent having to borrow on occasions. PM mentioned the shortage of tables for the Produce Guild/ WI show. The purchase was agreed nem con. **EASC:** Owing to fencing problems, it would not be possible to graze the wild flower meadow this autumn, but PW and RM had offered help in cutting and removing the grass, to allow harrowing and further seed sowing in late October. RM reported that the Produce Guild Committee was to consider having its own wildflower patch within the meadow. The Guild itself could either manage the patch or could sponsor its management by CLNR. **Marketing Group:** The group

had submitted to the parish newsletter a further article on volunteering and was also working with Duncan Shortland on updating the website.

**11. Playground Matters** Four members of the committee had met the play ground inspector, who had declared that the play area was in a good state of repair. No item of equipment was unfit to use, though a log on the multi-purpose climbing frame showed signs of rot and would need to be replaced. He emphasised that no playground nor any item of equipment was without risk owing to the nature of the activities involved. He would forward with his report a copy of the risk rating system. The committee would need to monitor the area, say each quarter, using a check list to supplement more frequent visual observations by users. The inspection report would identify a number of issues, none of them serious, though a log showing rot on the multi-purpose climbing frame would need replacing soon. SJ advised that we should maintain a risk register based on the regular assessments. RM confirmed that repairs to the surface had been carried out and RL observed that they complied with the terms of the quotation. A letter of thanks would be sent to the Parish Council for its support. The painting to be carried out by Tesco had been postponed until 29 September because of wet weather. RM AL and BL had pressure washed the dirtiest part of the play area surface. AL recommended that a thorough professional clean should be done so that it can be more easily kept clean in future. As a maintenance issue this too should be the subject of a request to the Parish Council for funding. It was noted that a parishioner had recommended the setting aside of £11,000 as a reserve for the playground. PW explained that the Council was unable to do this as sums could not be carried over from one financial year to another unless the Council had allocated them for specific items of expenditure and had so minuted its decision before the year end. JM asked how the Council could access and use its own general reserve. PW agreed that the reserve was not "dead money". RL and AL offered to write to the clerk of the Council to ask for clarification on this point. Agreed. RM indicated that a mothers' group was being formed which would help with day to day maintenance of the play area. The lead members were Betty Ward, Rachel Cameron and Kerry Ball.

**12. Constitution** The committee asked JM to lead a review and possible revisions of the constitution. He said that he would be able to begin that work in late November.

**13. Events** Planning for previously agreed events was going ahead. RS said good progress was being made on the Xmas Fayre, but on-going support was still needed in the form of items for the tombola, gift bags and the raffle. Also two more people will be needed on the day.

**14. Repair and Maintenance** PJ had devised new notices for the water heaters to prevent exposure of the element when water was completely drained. The barrier arm had been raised and a new lock fitted to make closure easier.

**15. Secretary's Report** A letter had been sent to chairs of village organisations regarding the importance of organisations' representatives on the committee. Notice had been received from the Community Council of Staffordshire of its AGM in October. AL agreed to attend. A letter of thanks has been sent to George Rogers for his generous offer to provide the building materials for the garden wall. A letter had also been sent to Katie Brown inviting the PCC to provide a new representative on the VHMC. A response was awaited. A letter of thanks was to be sent to Joanna Low for her contribution to the committee.

**16. AOB** Nil

**17. Date of Next Meeting** Thursday, 29 October 2015

The meeting ended at 9.20pm