

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Committee Meeting held in the Village Hall on Thursday, 27
April 2017 at 7.30

Present Richard Monbiot (Chair) (RM)
Marie Havelock (MH)
John Macmillan (JM)
Polly Macmillan (PM)
Sonia Jenkinson (SJ)
Alan Freeman (AF)
Ian Jones (IJ)

In attendance – Ann Nunn (AN) Kerry Ball (KB)

MINUTES

The Minutes of the Committee meeting held on 30 March were approved and signed for filing. AN agreed to forward a copy to Duncan Shortland so that they could be published on the website.

Matters Arising

The plaque to commemorate the work carried out by the late Pete Jones had been put up, thanks to AF. Odette Ghent had been appointed as the New Treasurer to replace Ron Lawrence. The accounts were with the auditors, and Odette will probably attend the next meeting as well as the AGM. The soundproofing that had been carried out to the Bellamour Room was reported to be fine by Jim Carter and David Bradbury, which was contrary to the information PM had received from a member of the WI. It was decided not to install a sound proofing door for the time being. No message had been sent to Village Organisations offering a refund for the cost of one month's meeting if work was carried out to the Village Hall by their members. It was agreed the draft AN had prepared should be sent out.

Chair's Report

RM gave an apology for incorrectly indicating in the Parish Magazine article as to how money received by the Village Hall was to be allocated in the future.

Treasurer's Report

There had been no significant change RM reported. All the books had been handed over to Odette, and it was confirmed all cheques received would be sent to Odette by RM so that they could be paid into the Bank account. A fob to enable access to the HSBC account by Odette to pay invoices etc. had been ordered from the Bank and, until that arrived, RM would continue to do so.

Secretary's Report

AN reported that the Licence had been changed to the name of RM, she read out an e-mail received from the History Society regarding the lack of lighting in the car park, a problem which had been resolved, letters of thanks had been sent to Tony Winter and Ron Lawrence (AN read these out), guide lines for a new Secretary had been prepared, Notice of the AGM had been published in the Parish Magazine, and Notices would be affixed to Notice Boards within the next 10 days or so.

New Secretary

RM reminded the Committee that a new Secretary would be needed as from the AGM. Everyone agreed that that person must be a trustee and, as no member of the present Committee volunteered to take on the job, RM stressed everyone should make enquiries to encourage someone to come forward.

Bank Mandate

It was agreed that the new signatories should be RM, JM and IJ. The appropriate Bank form was circulated by RM for completion and signature after which RM agreed to forward it to the Bank.

Allocation of Reserve Fund

The current bank balance amounted to almost £20,000 and this was expected to increase over the next 12 months given the bookings that had already been made. An operational contingency fund must be kept in hand of £4000 as per our reserves policy. The re-surfacing of the car park was a priority, and although RM had been verbally quoted £12000, no paperwork was available. It was decided at least 3 firms would be contacted so that prices could be obtained, with details of the work that would be carried out, and confirmation that an insurance backed guarantee would be available on completion of the work. Offers to obtain quotes were made by KB, SJ and RM. Mention was made of the front door and fascia, AF agreed to sand down the door and take a look to see what other work was required and help would be sought from volunteers in the village.

Playground

It was felt the rebuilding of the playground was becoming a Village Hall project, not what was intended when the public meeting took place in October. JM felt that, if there was a surplus of funds, then something should be given towards the costs, but to put in writing that 60% would be given he thought totally wrong. No mention of any contribution had been made at the October meeting, and, although the playground could be considered an asset which might attract future hirers of the Hall, nevertheless the fund raising, planning and all decisions regarding the type of new playground should be carried out by the Playground Group – a sub-committee of the VHMC in the case of the latter subject to final approval by the CVHMC itself. It was mentioned that, as a result of Kate Staples' resignation as a Trustee, no-one from the Playground Group had attended any of the Committee meetings to give a monthly report to the CVHMC (which had been agreed following the October meeting), and, if the Playground Group sought the continued support of the CVHMC, then they must rectify that position immediately. RM agreed to sort this out. It was voted unanimously, with a request that it be minuted, that in order for the VHMC to co-operate and assist the Playground Group, a representative of that Group must attend VHMC meetings. RM suggested and it was agreed that the report could be one of the first on the Agenda so that the Playground Group representative would not have to sit through the whole meeting before being called upon to make the report.

After an animated discussion it was agreed that the proceeds of 3 events would be shared with the Playground Group – Murder Mystery, Summer Fair and From here to Absurdity. IJ stressed that this decision should not be considered a precedent for other village hall events.

It was also agreed that, before any work commenced on the new playground, the Playground Group must negotiate with the Parish Council to seek agreement that the PC would be continue to be responsible for costs of maintenance and insurance and enter into an unambiguous agreement to that effect.

RM reported that three quotes for the new Playground had been obtained, which suggested two zones be created – one on the site of the existing playground for young children and another sited near the Bank (subject to obtaining the necessary consents from Natural England in respect of the badger sett in the bank) for older children, perhaps including exercise equipment, basket ball net etc.

Bookings

Kerry reported that bookings generally were quiet, and, to try and encourage more interest, it was decided no charge would be made in future for the bar.

65 tickets had been sold to date for the Murder Mystery evening, bringing in a total of £650 from which the only deduction would be the costs of food.

As for the Summer Fair, KB was in charge of the kitchen, there were lots of activities planned, Heather and Paul Whibley had agreed to do the raffle, and RM would ask Shirley Barnett to do the tombola.

Working Groups

Marketing – Hirings of the Hall must be a priority in the next financial year.

EASC – JM reported that the signage had still not been delivered, but fortunately Tesco had extended the original deadline of 30 April for release of funds by one month. The Peet family was awaiting the benches, and, once these were installed, together with the signage, a grand opening was planned. The bug hotel was ongoing and it was hoped it would be finished in time for the grand opening. MH agreed to check progress with the School.

Ways and Means – The guttering needed clearing and work was needed to the fascia and front door. It was agreed to get quotes for window cleaning – RM to ask M&S, MH to ask her window cleaner, and she would also enquire about the quotes requested by the Parish Council to look after village open spaces with the possibility the same contractor could be asked to maintain the areas around the village hall.

The original padlock had been found (amongst some shrubs in the village hall garden) and was in use again. KB reported the toilet was OK for the time being at least.

Induction of Trustees

JM agreed to take a look at what was required and in the meantime send AF a copy of the Constitution.

AGM

Odette would attend.

AOB

Kerry had carried out a stock take, bought more crockery to match the existing so that there would be at least 160 of everything. It was agreed costs for new cutlery should be obtained – 200 of each piece to allow for items which would no doubt disappear over the course of time. KB agreed to get quotes.

Next Meeting

Thursday 25 May 2017.

The meeting closed at 9.30pm.

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Date