

## COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Committee Meeting held in the Village Hall on Thursday, 25  
August 2016 at 7.30

### **Present**

Richard Monbiot (Chair)  
Ron Lawrence  
Ian Jones  
Marie Havelock  
Polly Macmillan  
John Macmillan  
Alan Freeman  
Tony Winter  
Kerry Ball

**Apologies** - Sonia Jenkinson and Pete Jones

**In attendance** - Ann Nunn, Shirley Barnett and Jim Carter

### **MINUTES**

The Minutes of the Committee meeting held on 28 July were approved and signed for filing. Ann agreed to forward a copy to Duncan so that they could be published on the website.

### **Appointment of Trustee**

Shirley Barnett confirmed she was willing to be the representative for the Parish Council and she was welcomed on to the Committee. Ann agreed to inform Duncan so that the names of the Trustees on the website could be amended, and also notify the Charities Commission.

### **Matters Arising**

Enquiries regarding the cost of soundproofing the Bellamour Room are still to be made, and the Induction of new Trustees is also to be arranged.

### **Chair's Report**

Richard confirmed that, whilst every attempt was being made to carry out the repairs to the playground and re-open it as soon as possible, it would need to stay shut for the time being. Much more extensive damage had been discovered than anticipated, some of which perhaps should have been spotted at the time of the inspection by Lichfield Council.

Good news that the Xmas Fayre would be going ahead - Margaret Carter, Nicola Freeman and Joan Kinsman had agreed to organise it.

The income generated by the events booked by Kerry and Ann did not, after all, fall short of the income generated for the same period 12 months ago, in fact the forecast appeared to be very good indeed, so more good news.

The Charity Commission's requirements have changed and far more information is needed. Richard asked that it be minuted that the Committee was aware of the changes and would ensure the new requirements would be met.

A donation of £300 had been received from Andrew and Gloria Marshall (who book the Village Hall for the Tai Chi sessions) on the condition that the money would be allocated solely for the new set of microphones. Ann agreed to send an official letter of thanks from the Committee.

### **Secretary's Report**

Lichfield Council had confirmed an inspection of the Hall would be arranged to check if it was suitable as a place of safety in an emergency.

A list of tasks for the Auction was discussed and offers of help noted. Tony asked if the old microphone could be used as he was not keen to use a headset. Richard agreed to ask Duncan. Advertising expenditure of up to £35 was approved for promoting the auction and Kerry would place the event on Facebook.

### **Treasurer's Report**

As Richard had mentioned, the income from the events booked by Kerry and Ann was already up to £13000 which was very good indeed. The Bank balance was in the region of £16000. Arrangements would need to be made to change the Bank from HSBC as the Rugeley Branch is to shut. Enquiries had been made of Nationwide but it no longer did accounts for voluntary groups and/or charities, so Ron would probably enquire next at Nat West.

### **Bookings Report**

There were problems currently with the computer diary which was a bit of a disaster, but Duncan was working hard to sort them. Apparently, the upgrading (which he had needed to install) had altered many of the changes that had been made earlier in the year. Apart from that, whilst Ann's bookings remained more or less the same, Kerry reported that she had had many enquiries and would be putting the bookings in the diary once Contracts were signed and deposits paid.

Richard enquired if charges for hire of the hall could be increased and both Kerry and Ann assured him that, if they were, then bookings would fall. The prices were already at the top of what people were prepared to pay, so it was decided to leave the prices for 2017 and 2018 unaltered. A decision regarding the charges for the regular discounted events such as M3 and Tai Chi would be made nearer the end of the year when, hopefully, new Contracts were signed.

### **Working Groups**

**EASC** - John reported that plans had had to be slightly amended as VAT would need to be paid on all items purchased. The seating area, for example, would not be a covered area as originally envisaged, but two benches would be bought. The fee that would have had to be paid to apply for planning permission for a covered area would save £195. Fencing would hopefully be started the first week in September provided the field could be mowed. Unfortunately, it was unlikely any money would be obtained for the hay as the weather had ensured a plentiful supply, but, if the field could be mowed at no cost, then that would be good. The signage for the field was expected to cost £4000.

**Ways and Means** - The problems with the playground were absorbing all resources. It was agreed that an attempt would be made to finish the painting on 5<sup>th</sup> and 6<sup>th</sup> September, and everyone who could help was asked to do so. Enquiries would be made regarding a scaffolding tower - Keith Williscroft might have one and Kerry thought she might know where one could be obtained.

As to the combination lock on the door of the outside toilet, a discussion took place as to whether or not this was needed. Ultimately it was decided that it was, and, as the old lock was thought to be incapable of repair, a new lock would be bought and the same code used. Kerry agreed to make sure the toilet was kept clean.

**Fund Raising** – disappointing that the grant from EON had failed, but it was agreed to find out the cost of time switches for the boiler and outside light. If Ron could find these for £200 or less then they should be bought.

**Induction of New Members of the Committee**

Ron would ask Allan if he was able to help.

**Village Organisations**

Polly confirmed everything was in hand for the September Show, and was assured that all tables were available – there had been a problem last year.

**Any Other Business**

Marie mentioned that no-one had come forward to edit the Parish Magazine and time was running out bearing in mind that Heather would not carry on beyond the December deadline. She told the Committee that the funding of the Parish Magazine was shared (not equally) between the Church, the Lands Trust and the Parish Council. The cost of printing the magazine amounted to £2500 each year, and most of that would be saved if it were prepared digitally. That would leave some money to pay someone to prepare the Magazine although at the moment the PCC was against that idea. There was another meeting soon at which the Magazine would be discussed, but there seemed no way forward at present.

Ron confirmed that, sadly, Pete Jones was not very well at all and was unlikely to be an active member of the Committee for some time.

**Next Meeting**

Thursday 22<sup>nd</sup> September.

The meeting closed at 9.15pm.

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