

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 31st January 2019

Members Present:

Craig Staples (CS); Kate Staples (KS); Sonia Jenkinson (SJ) (until 9.00 p.m.) John Macmillan (JM) (Secretary); Polly Macmillan (PM); Richard Monbiot (RM) (Chairman)

1. Apologies for absence

Apologies were received from Matt Crompton (MC); and Anna and Ben Ridgway (AR) (BR).

2. Conflicts of interest

None

3. Minutes of the last meeting

Having been previously agreed by email the minutes were signed by the chairman.

4. Matters arising

JM expressed concern at the frequent failure of some trustees to respond to emails which meant decision making by email was proving very difficult. In particular, at the last meeting he had been asked to re-circulate two papers for trustees to vote on by email. However, the response had been so poor that no decision to adopt the papers could be said to have been taken. Fortunately in the case of both papers further changes had had to be made and so no harm had been done. The revised papers were on the agenda. JM suggested that if decisions could not be taken by email then the only solution was likely to be extra meetings. KS suggested that perhaps the reason why some trustees regularly failed to respond to emails was because they objected to the tone of the emails which was sometimes a bit strident and alarmist. SJ suggested that a way forward might be to head each email as either 'Urgent', 'Response required' or 'for information' to give trustees some sense of its priority. It was agreed to adopt this approach in future. KS said that she would take up with Staffordshire County Council the question of whether a separate pedestrian gate across the Staffordshire Way would be required if we decided to fence off the playing field from the car park by erecting a large traffic gate. **[Action KS]**

5. Treasurer's report

CS said that he had still not been able to register for online banking with Lloyds and would now treat this as a priority. He had not been able to produce management accounts partly for this reason, partly because there were still some queries over payments into and out of the HSBC account which he needed to resolve in order to correctly categorise them, and partly because of the recent flooding at home which had created other priorities. He would circulate his queries to RM and PM for answers. The balance at HSBC was currently £14,871 and at Lloyds £14,398. This was a reduction since the last meeting because some bills for abnormal maintenance items had had to be paid including for replacing a number of roof tiles and removing moss from the roof, and some essential electrical work. It was agreed that before setting up the number 2 account at Lloyds it was important that the correct amount attributable to the Playground be identified. CS said that he would now treat the preparation of management accounts as an urgent priority.

6. Chairman's report

RM said that he only wished to make two points. PM was retiring as booking officer in July and it was essential we replace her. It was not at the moment clear whether Ann Nunn would also retire or continue looking after the regular users. He emphasised that bookings are fundamental to the continuation of the VH. So far as the proposed purchasing policy was concerned he urged trustees not to adopt a policy that was not achievable in practice which a requirement always to obtain three quotes might prove to be.

7. Booking officers

7.1 Reports

PM reported that she was getting a steady flow of enquiries for a variety of events at the hall for both 2019 and 2020. In addition to the usual weddings and parties there was a dog show and the caravan club who have indicated that they also intend to book for the 2020/21 season. So far there were 9 weddings booked for 2019 and three events including a wedding for 2020. Three more likely bookings were awaiting confirmation. To reduce her work load she had adopted a policy of not attending the hall with people who had already made bookings when they wanted second and third visits to test out seating arrangements etc. This seemed to be a popular move and made her feel less like a wedding planner. Willow Senior Day Care continued to use the hall on Thursday mornings and she would pass them over to Ann Nunn whose system for regular user bookings seemed more appropriate for them [**Action PM**]. PM reported that we had lost a prospective booking for a child's birthday party because of the policy of not allowing bouncy castles inside the hall. It was agreed that because of the damage to the floor which had occurred in the past this policy would not be changed.

7.2 Booking officer's role and replacing PM

It was agreed that there would be an additional meeting on Thursday 28th February at 7.30 to discuss how the role of the booking officer could be simplified and the workload reduced. JM said that as things stood, in the absence of any response to the recent plea in Parish News for a replacement booking officer he would probably have to take over the role. Everyone, including JM, regarded this as very unsatisfactory because of his existing workload. KS said that groups using the Fire Service's community rooms were each required to supply one or two volunteers to 'meet and greet' potential hirers of the rooms and this worked well. She felt that village organisations who use the hall at preferential rates should be asked to do the same as these rates were heavily subsidised out of the money earned from external hires. It was agreed that sharing the meet and greet role would greatly assist the booking officer, but RM suggested that in the past when this had been tried it hadn't worked in practice.

8. Revised T&Cs of hire

The paper circulated to trustees was approved. RM suggested that some reference to the special deposit should be included in the payments section. JM said that he would check whether this had been accidentally omitted [**JM's note:** not an accidental omission as not included in previous versions of the T&Cs. However sensible to include a reference to it which has been done]

9. Pricing policy

The paper circulated to trustees was approved subject to the clarification that hourly rates were only available Monday to Thursday before 17.00 hours. The final version is attached to these minutes.

10. Purchasing policy

The proposal in the paper circulated to trustees was approved and is attached to these minutes. It was agreed that JM should draw up a list of contact details for approved contractors, so far only Sam's Electrical and Roofbusters. RM and CS would provide contact details for plumbers they knew to be reliable. KS agreed to provide names of fire alarm companies who would be invited to quote for the work [**Action JM, RM, CS and KS**]

11. Playground Group

KS reported that monthly inspections were being carried out by volunteers and the inspection reports were filed at the VH. The issues with regard to the climbing equipment identified in the annual safety inspection had been resolved to everyone's satisfaction including our insurers. In the absence of MC and BR she had no information about what was happening with the goal posts which had also been mentioned in the report. JM to email BR for an update [**Action JM**]. Grass was growing on top of the bark on the bank by the playground and the only solution seemed to be an annual dose of a suitable weed killer. Colton Play Stars will resume in February. It seemed to be doing well with a Facebook page and regular volunteers. The Tesco Bags for Life Grant application also seemed to be doing well. KS said that she viewed inter-generational contact as an important part of Play Stars and hoped that if the grant application succeeded and they were able to pursue the goal of teaching children how to grow vegetables, members of the Garden Guild would get involved. It was also important that younger members of the community who wouldn't normally use the hall came to see it as playing an important role in village life. All trustees agreed with these sentiments. KS will be attending a meeting with the Parish Lands Trust to discuss the support they will be able to give the playground going forward.

12. Christmas party

KS reported that this had been very hard work particularly in advance of the day, but she had had tremendous support on the day itself. About £350 had been raised and she hoped to repeat the event this year.

13. Murder Mystery evening

The date had been fixed – 23rd March. All the actors had been recruited. The event had been advertised on Facebook and in Parish News. There would be a maximum of 12 tables of 10 people. The price was £10 per person – bring your own nibbles, drinks and glassed but tea and coffee would be available. JM and PM would run the door and someone would be needed to sell raffle tickets and organise the draw during the interval. She would place an advert in the next Parish News requesting drink and chocolate raffle prizes. She would also contact Bill Douthwaite the organiser to see how many tables he required for his own guests [**Action KS**].

14. Summer music event

In MC's absence it was understood that nothing had been organised so far but there was still a possibility of this event taking place on a date to be fixed.

15. Maintenance items

15.1 The roof. Broken tiles had been replaced, all ridge tiles re-set and moss removed

15.2 JM and CS would each obtain quotes for a replacement front door and for the glass in the internal double doors to be replaced with safety glass [**Action CS and JM**]

15.3 As the caravan club had now said that they didn't need a dishwasher after all the old one would be disposed of and not replaced. It was very rarely used and was far more trouble than it was worth.

15.4 Decorating party. KS said that this had only been a suggestion from her and she had never intended to organise the party itself. She was now too busy to do so. It was hoped another trustee would take this up.

16. Solar panels

JM reported that he, RM and CS had met with a potential provider. However, the cost of installing panels was prohibitive and the period of time over which the outlay would be recouped far too long. It was agreed that this issue would not be pursued further.

17. AOB

JM said that it was necessary to amend the governing instrument by replacing the schedule with revised wording to reflect the fact that all the land owned by the VH had now been vested in the Official Custodian of Charities and the title to the land had been registered. Even though this was a purely technical change a formal resolution was required. The proposed amendment to the governing instrument was approved unanimously

18. Date of next meeting

Thursday 28th February 2019 to discuss the role of the booking officer. Thursday 28th March for next routine committee meeting

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Signed as a true record

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Dated

COLTON VILLAGE HALL ROOM HIRE RATES 2019/20

The hire charge for the main hall includes the field, bar, the stage and the sound and lighting systems.

MONDAYS to THURSDAYS

MAIN ROOM	PARISH RATE	FULL RATE
One hour	7	N/A
Two hours HOURLY RATES ONLY AVAILABLE UP TO 17.00	14	28
Three hours	21	42
0900-1300	28	56
1300-1700	28	56
1700-2400	55	110
Village Organisations who book 10 monthly or 12 weekly sessions at a time	25	
Hirers whose event is open to Parishioners (or major sub-set) and is advertised within the Parish as such and book 10 monthly or 12 weekly sessions at a time	30	

BELLAMOUR ROOM	PARISH RATE	FULL RATE
One hour	3.50	N/A
Two hours HOURLY RATES ONLY AVAILABLE UP TO 17.00	7	14
Three hours	10	20
0900-1300	13	26
1300-1700	13	26
1700-2400	25	50
Village Organisations and hirers whose event is open to parishioners and is advertised as such who book 10 monthly or 12 weekly sessions at a time	12	

FRIDAY up to 17.00

MAIN ROOM	PARISH RATE	FULL RATE	BELLAMOUR ROOM	PARISH RATE	FULL RATE
09.00 - 13.00	35	70		14	28
13.00 - 17.00	35	70		14	28

FRIDAYS from 17.00 and SATURDAYS

MAIN HALL and BELLAMOUR ROOM COMBINED	PARISH PRICE	FULL RATE
Friday		
1700-2400	90	195
Saturday		
0900-1700	90	195
1700-2400	90	195

SUNDAYS

MAIN ROOM	PARISH	FULL	BELLAMO	PARISH and	FULL
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	and St Mary's school pupils' RATE	RATE	UR ROOM	St Mary's School pupils' RATE	RATE
CLEAR UP AFTER EVENT UP TO 11 am (including Bellamour Room)	10	20			
HOURLY RATE AFTER 11.00 a.m. or all day if booked no earlier than 3 weeks ahead	5	15		3	9

N.B. PARISH RATE only available to:

1. Village Organisations i.e. Colton Local Nature Reserve; Colton Ramblers; Colton Womens' Institute; Friendship Club; History Society; Neighbourhood Watch; Old People's Welfare Committee; Parish Lands Trust; Parochial Church Council; Produce Guild; St Mary's School and the Parish Council
2. Any Parishioner whose event is open to Parishioners (or a major subset such as elderly people, children, etc) and is advertised within the Parish as such
3. Parishioners' private events on Mondays to Thursdays throughout the year
4. Parishioners' private events on Sundays from 12.00 mid-day between 1 April and 30 September
5. Parishioners' private events on Fridays, Saturdays and Sundays between 1 October and 31 March
6. Parishioners' private events on other dates which are booked not more than 6 weeks before the date of the event and where payment is made in full on booking

PURCHASING POLICY

1. For purchases of one-off items such as a new front door or the relaying of the car park or for items of significant (to be defined case by case) capital expenditure – three quotes should be required provided that the necessary quotes can be obtained within a reasonable period of time
2. There should be a list of approved contractors who we are known to be reliable both in terms of attending at short notice when required and quality of work. They should include an electrician, a plumber, a roofing contractor and a fire alarms expert. They will be asked to provide a quote for any remedial work arising from an emergency call out or annual inspection which will be accepted unless there is reason to believe that it is so unacceptably high that the excess cost outweighs the added value of having a known, reliable contractor.

3. The list of approved contractors must always be open to change and if there are any doubts about the value for money any contractor gives, other contractors should be invited to apply for approved contractor status in their place.