

# COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Committee Meeting held in the Village Hall on Thursday, 30  
March 2017 at 7.30

## **Present**

Richard Monbiot (Chair) (RM)  
Marie Havelock (MH)  
Kate Staples (KS)  
Kerry Ball (KB)  
John Macmillan (JM)  
Polly Macmillan (PM)

**Apologies** -Ian Jones, Sonia Jenkinson and Alan Freeman  
**In attendance** - Ann Nunn (AN)

RM confirmed that sadly Tony Winter had resigned because of family health problems, and mention was made of his long commitment to the Village Hall. It was hoped that he would still be prepared to act as Auctioneer. AN was requested to send an official letter from the Committee thanking him for all that he had done over the years for the Village Hall.

## **MINUTES**

The Minutes of the Committee meeting held on 23 February 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 was shown to members of the Committee. All agreed it was excellent. There were two new accounts systems that were appropriate for the Village Hall, but a final decision on which to select could not be made until a new treasurer was found and appointed. RM reported that Alan Toplis might have someone in mind who would be willing to be a Trustee and Treasurer, and another person to whom RM had spoken might be willing to consider the position. So hopefully a replacement for Ron Lawrence should be found fairly soon. And with the position of Secretary becoming vacant after the AGM, someone needed to be found to fulfill that role. AN agreed to prepare notes of the work she does to give a potential successor some guide lines as to what the job entails. AN expressed her willingness to help the new Secretary in any way she could. The vacancy would be advertised in the Village.

## **Chair's Report**

RM was pleased to report that the new sound system was up and running at a cost of £400 which had been funded by the Lands Trust. There was a reserve for the first time of approximately £10,000 which would go towards the resurfacing of the car park (quote received for £12,000) and the outside fascia. The signatories on the Bank Mandate needed to be changed from Tony Winter, Allan Lloyd and Ron Lawrence. It was agreed that JM, RM and KS would be the new signatories. A discussion would need to take place regarding the allocation of the funds in the Reserve.

## **Treasurer's Report**

Bookings in hand amounted to £12500, for 2017/18 which was an excellent start. Earlier this year there was £3000 "rebate" from the Council (RM agreed to make enquiry as to the reason for the refund). Grants amounting to £3000 from various sources were received including the collection from Pete Jones' funeral and contributions from the Land Trust. A repeat of these amounts could not be forecast for the new financial year. With the confirmed bookings already in hand of over £12000 and with Kerry confident of signing up further contracts, next year's anticipated income could be confidently anticipated to be £15000 after grants and donations.

### **Secretary's Report**

A reminder that the Licence remained in Ron Lawrence's name and it was agreed RM should be the replacement. The Friendship Club had been reminded that, with the resignation of Tony Winter, members might wish to consider a replacement on the VHMC. The form had been returned to the Council regarding polling day on 4 May. Polling Booths and Signage will be delivered from Charles Hine and collected by them two or three days prior and after the event. As these items are normally left by the door to the Village Hall, it was decided no arrangements were needed for someone to liaise regarding delivery and collection.

### **Charity Commission**

JM expressed the view that, as KB was taking over from Ann Martin on 1 April, and being paid, she could no longer remain a Trustee bearing in mind the provisions of the Governing Document. An application for the approval of the Charity Commission for a variation of the Governing Document which could lead to KB to be re-instated as a Trustee had been submitted. KB agreed she would be totally responsible for the bins and cleaning including the outside toilet. Kerry reported that the lock on the toilet door was broken and needed repair. It was eventually agreed the door would not be locked for a two month period and a lock would only be used in the future should the toilet be abused. It was felt that the door might need to be made self closing if no lock was used. It was also agreed that toilet rolls would be provided. A further discussion would take place in two months.

### **Playground**

The Inspector's report confirmed that the repair work had been carried out to an excellent standard and a copy had been sent to the insurance company. As for replacement, three designed layouts with quotes had been received, and RM suggested that ideas from each be cherry picked, and parishioners be requested to help with the work involved to keep costs down. Roger Wilson had been asked to check if there was any badger activity in the Bank to prevent construction work and, if not, then surplus spoil would be removed and spread on RM's land. The Council had been asked to contribute towards the costs for such work.

### **Report on Bookings**

KB reported that she had several potential bookings and AN had prepared details of anticipated income for the coming year. The bookings team was congratulated on a good job done. A soundproof door was discussed between the Bellamour Room and the main Hall. This is an option for further sound proofing if the steps already taken proved to be inadequate. It was also agreed that it was important to establish from where potential hirers had been made aware of the facilities of the Hall. In view of the income already expected from outside bookings, it was decided not to place an advertisement in either the Rugeley Advertiser or City Life. This was to be reviewed at or before the March 2018 meeting in the event that there was a need to boost bookings.

## **Public Meeting**

RM reported that 32 people had attended, and there was good support for the Summer Fair. Since much of the funds to be raised would be used for the new playground, the Playground group was expected to take part under the guidance of the Steering Committee which included PM, RM, MH, Rachel, Georgina, and Mel.

## **Murder Mystery Evening**

Two actors were still needed. Food was decided to be baked potatoes with fillings and served with salad.

## **EASC**

JM reported that Peggy Peat's children had agreed to buy two benches following the death of their parents. The bill for signage and fencing came to almost £8000 and there was a deadline of 30 April by which money should be claimed.

## **WAYS AND MEANS**

It was agreed that a light should be provided in the shed to help hirers remove and return the stage (no charge would be made for hire of the stage). A sensor light to the side of the Hall near the shed was considered and Ian Jones would be asked to get quotes.

## **Fire Alarm Tests**

These had not been carried out on a regular basis, and it was agreed that the best way forward was to carry out the tests immediately before Committee meetings. RM agreed to organise training sessions and start the meetings slightly earlier to allow for the tests to be made.

## **Gardening**

The gardening at the Village Hall had been carried out mainly by RM, Marjorie Monbiot, Ann and Duncan Shortland which RM felt could not continue. More help was definitely required. In an attempt to get assistance from the village, it was agreed a letter would be sent out drafted and signed by RM inviting members of village organisations to set aside a few hours to carry out work to the Hall, its furnishings and/or gardening. If receptive to the idea then a list of tasks would be sent out for members of village organisations to decide if they were able to carry out one or more of the tasks. If they were, then a refund of hire fees for one meeting (£25) would be offered.

## **Induction of New Trustees**

It was agreed that this would be deferred until a new Treasurer and Secretary had been appointed. RM to speak to Allan Lloyd.

## **Retirement of Ann Martin and presentation of plaque for Pete Jones**

The Village Hall had been booked from 2.30 so that members of the village could attend on April 1 to watch the unveiling of the plaque. Members of Pete Jones' family would be attending. Following the unveiling, the presentation of the gift from the VHMC would be made to Ann Martin, and refreshments would be served. Cakes were being supplied by PM and Rebecca Simcock for which many thanks.

## **AGM**

The date of 29 June was agreed, 7pm start. Ann read through the draft Notice she had prepared, and agreed to forward copies to the Committee before its publication in the Parish News and on the website for the village hall. Laminated notices would be placed on notice boards in the village. It was confirmed the Annual Return would be prepared by RM and Ron Lawrence.

**Any Other Business**

MH was pleased to report that the new Vicar had settled in well.

**Next Meeting**

Thursday 27 April 2017.

The meeting closed at 9.35pm.

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