

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 31st March 2022

Members Present:

John Macmillan (JM) (Chairman and Secretary); Richard Monbiot (RM); Fiona O'Brien (FO'B) (Booking Officer); Guy Reynolds (GR) (Treasurer).

1. Apologies

Nigel Parry (PC rep).

2. Conflicts of interest

None.

3. Minutes of previous meetings and matters arising

The minutes of the meetings of the 25th November 2021 were approved as a true record.

JM reported that the booking T&Cs had been amended to reflect the new conditions relating to fireworks and that the loft lights had now been repaired.

GR said that the notice with the WiFi code had been put up and he would put up the shelf to hold the WiFi as soon as he could. The dog fouling notices had also been put up. **FO'B** will now write an article on the subject for the next edition of Parish News [**Action FO'B**]. **GR** said that he had not yet contacted Cherishers re the old crockery but would now do so.

4. Treasurer's report

GR said that he was more than happy with the numbers and everything seemed to be running smoothly. He would be sending all the papers to Alan Toplis for external assessment next week. At year end we had a total of £38,650 in the bank including the contingency reserve of £4,003 and playground reserve of £6,348. There was a general feeling that we needed to have a conversation with the PC about the provision of funds for the renewal of the playground to avoid the need for another major fund raising exercise when the time came to replace the equipment.

5. Booking officer's report

5.1 FO'B had circulated a detailed report to trustees prior to the meeting for which she was thanked. There had been 14 new bookings since the last meeting. Things had quietened down a little since January, but she was still receiving lots of enquiries. The hall was fully booked at weekends in June and May and July were both busy. The bookings were mainly external. There was a discussion about the spreadsheets she had been asked to produce and it was agreed that what was needed was one spreadsheet showing the value of bookings for the current financial year and another for the following year. There were two maintenance issues: the lock in the door from the kitchen to the car park was very stiff and one of the integral bolts in the left-hand front door was jammed meaning that

that door couldn't be opened which was a problem for wheelchair uses. **JM** to contact Peter Knowles in respect of both [**Action JM**]. **FO'B** reported that she understood that South Staffs Caravan Club would not be booking the hall for New Year's Eve which would be a significant loss of revenue. It was agreed that **FO'B** would contact the club and if this was confirmed she would put an announcement in Parish News that the hall would be available for booking for a New Year's Eve party.

- 5.2 FO'B** referred to an email which she had circulated to trustees concerning a chef who wished to hire the kitchen from time to time for the purposes of a business he was setting up catering for parties. The proposal was very vague and it was not at all clear how it would work in practice. He had accepted that if we needed the kitchen even after he had booked it, we would have to cancel his booking. As most of our hirers required at least some use of the kitchen it was felt that if the chef hired the kitchen, we would be unable to hire the main hall at the same time. In consequence he would have to be charged the full rate for the main hall. **FO'B** said she had heard nothing further from him since the initial enquiry and was not sure whether it would be followed up.

6. Heating system

Since the last meeting the heating system for the main hall had failed again. Sam's Electricals had attended and found that the cause was that the control panel had been locked out. It wasn't clear whether this was something that was likely to recur or had been caused by improper use by a hirer. **JM** agreed to contact Sam for clarification [**Action JM**]. **RM** was asked to contact Nick Oxby for advice about the system generally and whether it needed replacing or modifying [**Action RM**].

7. Platinum Jubilee celebrations

GR said that there had been no approaches for grants so far. It was agreed that if there was no bunting in the loft some should be purchased [**Action JM**]. The date of the next jubilee committee meeting was April 14. **JM** and **NP** would attend.

8. Carpark lighting

In **NP's** absence, this item was deferred.

9. A.O.B

RM reported that a large tree by the Staffordshire Way had split and a big branch had fallen on to the edge of the playing field. There didn't appear to be any immediate danger, but it would have to be removed. **JM** agreed to investigate [**Action JM**]

10. Date of next meeting

As both **GR** and **JM** were away at the end of May, the next meeting would be Thursday 9th of June at 7.30

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Signed as a true record

Dated