

## COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Committee Meeting held in the Bellamour Room on Thursday,  
26 May 2016 at 7.30pm

### **Present**

Chairman	Ian Jones
Treasurer	Ron Lawrence
Committee Members	Richard Monbiot Malcolm Godfrey Marie Havelock Sonia Jenkinson Pete Jones Polly Macmillan

**Apologies** – Allan and Brenda Lloyd, John Macmillan, Shirley Barnett and Paul Waring

**In attendance** – Kerry Ball and Ann Nunn

### **Disclosure of Interests**

Pete Jones – his son-in law had quoted for repainting of the Village Hall  
Kerry Ball – she had submitted an application for the cleaning vacancy

### **Minutes**

The Minutes of the Committee meeting held on 28 April were approved and signed for filing. In the absence of Brenda, the Minutes of the meeting were taken by Ann Nunn at the request of Ian Jones.

### **Matters Arising**

There had been three applications submitted in response to the advertisement placed on village notice boards for the cleaning position to assist Ann Martin. These included Kerry Ball who was the only applicant remaining after the other two withdrew.

A letter had been sent to the Parish Land Trust enquiring if it would consider making a contribution towards the cost of recent work, and a reply had been received confirming the matter would be discussed at a meeting to be held on 21 June.

Polly had attended the Parish Council Meeting at which she thought consideration would be given to repair or replace the playground equipment. A request would be made including the consideration for an outdoor gym.

Polly had purchased the dog waste litter bin and bags, for which she requested reimbursement from Ron. Arrangements needed to be made to erect the bin.

In order for the painting of the Hall to be discussed, Pete Jones left the room. Several quotes had been obtained and, after a brief discussion, it was unanimously agreed that Alan Freeman should be asked to carry out the painting and the installation of the dado rail despite the fact that it might take him a little longer than others that had quoted to complete the work. It was agreed that, provided Alan completed a wall at a time, then there should be no inconvenience for hirers. Ron offered to get the “scrubbable” paint which he thought would cost in the region of £150, but Alan had agreed not to charge for labour. On that basis,

the cost of the work would be approximately £250 less than the cheapest of the quotes obtained.

### **Chairman's Report**

Ian confirmed that Allan had had an operation which was hoped by all to be successful for the removal of a brain tumour, and was starting chemotherapy and radiation treatment shortly which was expected to last for about 6 weeks.

### **Secretary's Report**

None.

### **Treasurer's Report**

Ron hoped to get a quote for the alarm fairly soon, the accounts for the AGM had been finalized, and the Annual Report almost completed. The accounts (attached to these Minutes) were distributed and discussed. Ron intended to provide a power point presentation at the AGM to include photos of the work carried out during the year, and on which money had been spent. Allan's recent sudden illness had brought it home that there should be someone available if Ron were unable to continue. He had made enquiries and thought that he had found a suitable person who would be able to take over should the need arise.

### **Sub-Committees Reports**

Ways and Means

The painting and installation of the dado rail had already been discussed. Wood chippings were needed to hide the rubble behind the new wall in the garden. It was suggested that perhaps Tesco might provide these items free of charge, and Pete Jones agreed to enquire. If not, Sonia's husband might be able to get some at cost price. Polly was thanked for getting the dog waste bin, and the positioning of the post that was required to enable it to be fitted it was discussed. Pete agreed to arrange for the necessary work to be done.

EASC

John was not in attendance but it was confirmed that Richard had mown paths in the field, John intended to trim the brambles etc as soon as possible to provide walkers with easier access to the public footpath, and gates were to be installed to get sheep easily from Richard's field to the Nature Reserve.

Marketing Group

It was agreed Kerry had done a grand job with the table top sale, perhaps better advertising in future might bring even better results. It was suggested an article be inserted in the Parish Magazine confirming there would be a table top sale on the first Sunday of each month until (but not including) November. The event would in future be between 2 and 5.

There had been two applicants for the organization of the Christmas Fayre. Unfortunately, one had got a new job and felt she couldn't cope with that as well as the Fayre, and the other was working on the Parish Magazine with a view to taking it over from Heather. So, still need someone to organise the Event.

### **Booking Report**

It was suggested and agreed that at the start of the new Financial Year, the total number of bookings in the diaries for 2016 and 2017, would be made known to the Committee, together with details of the total income anticipated, and the types of bookings (village organisations, management and outside events). Then each month the Committee could be advised of the additional bookings taken since the last Committee meeting. Since the last meeting in April, there had been 7 bookings from which it was anticipated an extra income of £332 would be generated, and which included two from Village organisations. There were an additional 5 events booked on behalf of the Management Committee – 3 wine tasting evenings, and 2 table top sales.

Arrangements for the delivery and collection of the polling booths for the EU referendum, and the opening of the Hall on the day of the referendum were discussed.

### **Meeting Arrangements for June 30<sup>th</sup> and AGM**

The AGM was to start at 7pm, the History Society had boards organized to display photos and information, Tai Chi had agreed to give a short talk and demonstration, and Marion Vernon had also agreed to talk about the ballroom classes. Committee members were to meet at 6.30.

### **Any Other Business**

Ian asked Kerry to leave the meeting so that a discussion could take place regarding the appointment of an additional cleaner to help Ann Martin and to prepare for her retirement expected in 12 months time. It was confirmed Kerry had been interviewed by Ian, Polly and Ron, and everything seemed sorted with Kerry agreeing verbally to accept the position. It was agreed unanimously that she be offered the position which Kerry accepted on her return to the Committee meeting. She would commence on 1 June. Richard proposed that a request be made to the Charities Commission for permission to re-appoint Kerry as a Trustee again following her resignation in order for her application as a cleaner to be considered. That was agreed and Richard volunteered to send off the request (with advice from John Macmillan) on behalf of the Committee.

The Village Hall was not being used by any Village Organisation or parishioner on the weekend of the Queen's 90<sup>th</sup> birthday celebrations, but Marie confirmed the Church would be open from 11-4 on Saturday 11 June, when the WI would serve refreshments. All donations were to benefit the Queen's charities.

As for the notices regarding the AGM, Allan had agreed to issue these.

It was agreed unanimously that the amendments to the Constitution made by John Macmillan should be approved.

### **Next Meeting**

Thursday 30 June after the AGM.

The meeting closed at 9pm.

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