

# **COLTON VILLAGE HALL MANAGEMENT COMMITTEE**

## **Minutes of the meeting of Thursday 29<sup>th</sup> November 2018**

### **Members Present:**

Richard Monbiot (Chairman) (RM); Matt Crompton (MC); Sonia Jenkins (SJ); John Macmillan (Secretary) (JM); Polly Macmillan (PM); Ben Ridgeway (BR); Craig Staples (CS) (Treasurer).

In attendance for item 14, Bill Douthwaite (BD)

### **1. Apologies for absence**

Anna Ridgeway (AR); Katherine Staples (KS)

### **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**

Item 4: Matters arising. £10,000 had been transferred from the HSBC account to the new Lloyds account.

Item 7: Booking officer's report. We are not permitted to advertise Willow Senior Day Care. This can only be done through Social Services. In any event WSDC doesn't think that advertising will help. Our public liability insurance expressly excluded inflatable items such as bouncy castles.

Item 8: Playground Group.

8.1 A proforma sheet had now been devised and a list of volunteers to do the inspections had been drawn up.

8.3 JM reported that the amendment agreed to the constitution to add a dissolution clause was invalid because we had not previously obtained Charity Commission approval. He had since applied for approval but had yet to hear from the CC.

Item 9: Security issues. MC had not yet spoken to Staffs County Council re a gate or style across the Staffordshire Way [**Action MC**]

Item 13.2: Maintenance. The dishwasher had not yet been removed [**Action RM and CS**]

### **14. Murder mystery event**

This item was taken out of sequence to allow BD to leave. BD explained how the evening would work. He would write the script and organise the actors although he would appreciate help with finding actors, preferably from Colton – 6 in total. We would be responsible for selling the tickets – maximum of 12 tables of 8 - and providing the food and a prize for the winning table. He suggested an evening in late winter/early spring. It was agreed to hold an event in March (PM to identify a suitable date in the diary). Tickets would be £10 each. Proceeds to be shared between the Village Hall and the Playground Group. We will notify BD of the chosen date as soon as possible.

### **5. Treasurer's report**

CS reported continuing difficulties with HSBC just because he had not used the exact account name. It was agreed that we should transfer all the funds in the HSBC account to Lloyds other than a very nominal sum to keep the account open (it was anticipated that closing it would be another bureaucratic nightmare). The transfer would be done as soon as possible but in stages. CS would set up all necessary direct debits on the Lloyds account. A second Lloyds account for the playground funds would then be opened as soon as possible. CS said that we currently had approximately £16,000 in HSBC and £10,000 in Lloyds. The Christmas Fair had raised very nearly £900 although there were expenses of £104 for decorations and banners to be paid. It was hoped that the banners could be re-used next year.

## **6. Chairman's report**

RM thanked everyone who had organised or been involved with the Christmas Fair and congratulated AR and her team. It was a big relief that we now had an active treasurer and he thanked CS for his efforts. Last months informal 'Brainstormer' had been very enjoyable and profitable in the ideas which had been generated. There was now a far greater sense of optimism among the trustees and thanks were due to the 'younger generation' who had made a big difference.

## **7. Booking officer's report**

PM reported that bookings were still coming in steadily. Eight weddings and three Saturday line dancing events have already been booked for 2019 and two weddings for 2020. The Terrier Club have booked for April 2019 and the Caravan Club have booked for 3 days in October 2019 and 5 days over Christmas and New Year. She was expecting them to book for 2020/21. Regular users and village organisations are booking in advance and paying on time.

There was a discussion about the poor efforts made by some hirers to clean up after an event and not returning chairs and tables to the correct place. It was agreed that we needed to be more forceful about retaining the whole or part of the special deposit if a hirer caused us to incur additional cleaning costs. PM to explain this when making bookings. The current clause 10 of the T&Cs of hire needed to be amended as it referred only to damage and not to cleanliness [**Action JM**]. Special deposit cheques would now be banked and not just retained. Ann Nunn should be asked to request any regular users of the hall who currently paid their hire fee direct into HSBC to make future payments into Lloyds [**Action JM**]. It was agreed that we should advertise the booking officers post through Support Staffordshire [**Action JM**]

## **8. Playground Group report**

8.1 BR reported that the annual inspection had taken place and some safety issues had been raised including the suggestion (not mandatory) that the picnic tables and hippo bin be secured in place. The group had decided against this as it was felt that portability of both items was important. The report had identified a problem with the fixing lugs of the Trim Trail Unit which meant that the unit did not comply with the applicable British Standard. JM said that this issue must be taken up with Schoolscapes as a matter of urgency as they had contracted to supply all items in conformity with the appropriate BS and there were likely to be insurance implications if the unit was non-compliant [**Action BR and KS**]. The report also highlighted the poor state of the goal posts on the playing field. BR said that he would obtain quotes for replacing the goal posts [**Action BR**].

8.2 Monthly inspections will be done by volunteers using a pro forma sheet which will be returned to KS and any issues reported will be followed up. The pro forma goes step by step through all the equipment which will allow for a thorough safety check. Completed pro formas will be put in the folder in the village hall.

8.3 The first Colton Play Stars took place in October and 29 people (old and young) attended to tidy up leaves, weed the planters, spread bark, drink hot chocolate and take part in leaf art. The next one will be in January (November is Christmas Fair and December is Christmas Party). The facebook page has been collecting followers and is a very useful tool for sharing events and asking for feedback on the hall. The Tesco Bags of Help grant bid will be in store from January to February and will be advertised in the January Parish News.

8.4 Dog fouling signage and dummy CCTV cameras are still awaiting installation. BR will design and cost the signage [**Action BR**]

8.5 BR had met Nigel Wray from Schoolscapes who are working on a design for phase 2 which they will deliver mid December for consideration by the Group.

## **9. The bar**

It was agreed to postpone this item until CS had been able to put together a business case [**Action CS**]

**10. Revised T&Cs of hire**

Several trustees said that they had not received this paper which had been circulated well in advance of the meeting. JM was asked to recirculate it for trustees to vote on it via email [Action JM].

**11. Pricing policy: review of pricing structure for 2019/20**

Some trustees said that they had not received this paper either so JM was asked to recirculate it and trustees would vote on it by email [Action JM]. JM said that the proposal did not include a general price increase although some rates had been rounded up. One of the main aims of the proposal was to simplify the pricing structure. He reported that Ann Nunn was keen to see an hourly rate available so that parties did not have to hire a room for a whole session, but this was already built in to the proposal for hirers entitled to the Parish Rate. JM said that the current policy was unclear about the charge applicable to village organisations with regular monthly bookings if they hired the main hall for a special event outside their usual meeting cycle. He felt that once a VO was entitled to the regular users rate for a particular room, any additional hirings of that room should be at the same rate. Agreed unanimously.

**12. Christmas Fair**

This had been dealt with in the Treasurer’s report.

**13. Christmas Party**

BR reported that tickets were selling quickly with at least 50 already sold. Adverts have yet to go out to the school, pubs, Parish News etc. Help was required for the following;

- Before the event make jellies and cook sausages and onions (the sausages can be kept warm in the oven)
- on the 22nd set up from 1030 - tables, chairs, decorations, lay tables and crackers etc.
- Arrival - help children hang up their letters to Santa outside
- 12-1pm - put the food on the tables
- 1-2pm - help clear up the tables and kitchen
- 2-3pm - cookie decorating and helping Santa
- 3-4 - final tidy up when everyone has gone.

Wrapped boxes of all sizes are wanted for a display of ‘presents’ in the hall. The boxes needed to be wrapped and BR would collect them.

**15. Maintenance items**

15.1 Kitchen water heater. JM reported that the fault had now been identified and an electrician would replace the element on the 11<sup>th</sup> of December.

15.2 New front door. MC said that he had not yet obtained quotes but would do so before the next meeting [Action MC]

**16. Solar panels**

There was some doubt about the advisability of having solar panels on the roof but it was agreed that AR should be asked to get an initial quote [Action AR]

**17. Date of next meeting**

Thursday 29th January 2019

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Signed as a true record

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Dated