

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 14th November 2019

Members Present:

Craig Staples (CS) (Treasurer); Kate Staples (KS); John Macmillan (JM) (Secretary);
Richard Monbiot (RM) (Chairman);

1. Apologies for absence

Matt Crompton

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

There were no matters arising that were not already on the agenda.

5. Treasurer's report

CS reported that he and KS were effectively sharing the role with KS dealing with the paperwork and CS making payments. Having paid the balance due for the new front door, the bill for the roof repairs and the music license we had £23,300 in the current account plus the reserve fund of £4,000 and the playground account of £6,400. The recently received grant of £2,000 from Tesco was still in the current account and needed to be spent fairly soon. The only other items to report were that the new waste disposal contract for larger rubbish and recycling bins was costing an extra £60 per month and the Produce Guild were £235 in arrears with room hire charges. There were no large expenditure items on the horizon.

6. Chairman's report

RM said that things were running very smoothly and he was pleased to have nothing to report.

7. Booking officer's report

JM produced an updated booking schedule for one off events showing a good number of events in the diary for 2020 already including 5 weddings. There were also 2 events in the diary for 2021. JM said that he was not prepared to go on being both secretary and booking officer after next July as the roles were taking up too much of his time. The most time consuming was booking officer and that was the role he was particularly keen to give up. No technical expertise was required and all systems were in place making the role a straightforward one for a new person to pick up. The secretary's role was more technical and he was prepared to continue with it until a suitable replacement could be found. RM said that he entirely understood the problem and had always felt that the two roles together could not be sustained long term. There was a discussion about finding a new booking officer and once again concern was expressed about the lack of support from the village in terms of new trustees. If no volunteer could be found the only option seemed to be to create a part-time job for someone but this would seriously affect the financial viability of the hall. If no volunteer was forthcoming might that be taken as a signal that the village did not care sufficiently about the hall to ensure that it stayed open and viable?

9. Playground group report

KS reported that the Tesco grant had to be spent by the end of March but the idea of using it to install a Multi Universal Game Area could no longer be achieved because of the limited time frame. The money would instead be used to purchase a leaf vacuum, weed spraying equipment, a storage box for games and some new picnic tables. The recently purchased goal posts could be charged to the grant. JM was asked to contact Mark Bull re the installation of the goal posts [**Action JM**]. RM reported that the caravan club had been very pleased that the old goal posts had been removed and he felt it was important that the new posts were not concreted in allowing for their easy removal when necessary. This was agreed. KS reported that the monthly safety inspection reports were up to date but she had not yet placed them in the ring binder in the kitchen [**Action KS**]. It was becoming apparent that the surface of the playground area needed annual weed spraying as grass was growing on top of the soft pour. She also reported that she had not yet had a response from Schoolscapes to the annual inspector's report on the playground. It was noted that although this report had highlighted that some items of equipment did not comply with the relevant BS the items highlighted were not the same as in the previous years report despite no changes having been made.

10. Christmas Fair

JM reported everything was in place and 13 tables were booked. Volunteers had been identified for all roles and we seemed good to go. Christmas decorations would only be put up for the Fair if the person hiring the hall for the following weekend did not object as we did not have the resources to put them up and take them down again in the one weekend [**Action JM**]

11. Skills bank

KS reported that she had had only one response to the skills bank leaflet circulated with the last edition of Parish News.

12. T&C amendment

JM reported an increasing number of cases where room hirers did not have cheque books and so found it difficult to pay the special deposit. He felt that we did not want to ask for the special deposit to be paid by bank transfer as this would require an action by CS to repay it. He pointed out that none of the regular hirers paid the special deposit. It was agreed that the booking officer should use his or her discretion when making a booking whether to require a special deposit and if so how it was to be paid.

13. Maintenance items

16.1 Decorating party. The date had now been changed to January 11th/12th. JM reported a number of volunteers had come forward. He would like some guidance on how much paint to order. RM said he would talk to Steve Joesbury who had decorated the hall before for advice on paint quantities etc.

16.2 Dishwasher. Now removed. Pete Knowles would install a new cupboard on behalf of the WI.

14. AOB

RM said that the heating had now been serviced

18. Date of next meeting

Thursday 30th January 2020

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Signed as a true record

Dated