

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 27th September 2018

Members Present:

Richard Monbiot (RM) Sonia Jenkinson(SJ) Ben Ridgeway BR) Anna Ridgeway(AR)
Polly Macmillan (PM) Katherine Staples (KS) Craig Staples (CS) Matt Crompton (MC)

1. Apologies for absence and welcome of new trustees

John Macmillan (JM)

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

RM and JM finding it difficult to open a second business account with HSBC, agreed to look at opening a separate account with Lloyds bank specifically for the Playground funds. The HSBC current account will be transferred after the playground account is up and running.

(Action JM RM CS)

Other matters arising were on the agenda.

5. Treasurer's report

CS has agreed to take on the role as treasurer. No report available as CS has had no access to any data. RM estimated that there was approx. £29,000 in the account including the playground money, advanced payments and the £4,000 contingency fund, giving approx. £20,000 available funds. There are some important expensive maintenance items coming up.

6. Chairman's report

RM reported that it was great to have the 5 new trustees on board and that the joining of the old and the new will be a learning curve for us all. He reported the Village Hall was in a good financial position and that there is a new visual perspective with the new playground. He congratulated the new Trustees for their efforts on making the new playground possible. He emphasised that Trustees have a duty to comply with the rules. PM read JM's note on the subject:

“As trustees of the Colton Village Hall, we are answerable to two separate groups, our beneficiaries and the Charity Commission, both of which require us to act in accordance with charity law, the rules of good governance and our governing instrument.

As individual trustees we are also answerable to and have a responsibility towards our fellow trustees and the committee of trustees as a whole.

As the actions of one trustee are likely to be binding on the charity as a whole and in consequence bind their fellow trustees, it is the unbreakable golden rule of responsible trusteeship that no one trustee or group of trustees can take action in the name of the charity without the prior approval of the trustee body as a whole,

even if that approval is by a majority rather than unanimously. That approval may be given in the form of prior delegation or after an email exchange involving all trustees or after discussion at a meeting of which all trustees have had due notice.”

All committee members agreed with the above.

7. Booking officers reports

PM gave a report to the committee and reported that the weddings for August and September went smoothly and that the monthly band practise on Sundays continues. Willow Senior Day Care is now up and running but need to have 10 members to make it viable, currently they don't have this number therefore PM has not heard if they will continue in the future. It was agreed that they could continue booking on a monthly basis for the short term until they get established. KS and BR to look at marketing/advertising for the care service. (PM to forward Willow Care details to them). The chairs for the day care are currently stored in the Bellamour Room so may be a hazard for M3, it was agreed to look at where to store them or stacking them in two's. Ann Nunn to ask M3 if they object to the chairs in the Bellamour Room. PM is seeing people for prospective weddings in 2019 and one has made a deposit. Children's party bookings continue. There was an enquiry to have an indoor bouncy castle but it was agreed that we would not allow indoor bouncy castles due to previous damage to the floor. The caravan club is booked for October. Dolphina Bull is now doing the cleaning and the wooden floor has now had a re-polish by Carol Nevin

8. Playground Group

KS gave a report to the committee.

8.1: Future of playground Group: Need to close off the BIFFA award by submitting a video and final payment. The playground opening was a success with many donations, it raised £200 which will go to funding the new monthly play club, 'Colton Play Stars'. This club will be starting on Sunday 21st October. Monthly playground equipment inspections will be carried out by the playground group (KS to take the lead) and a proforma from Schoolscapes will be used. . *The group to look at setting up an electronic shared access* for the inspection The plaques have been ordered and KS needs to be reimbursed for £62.39. There was a discussion around who will fund the security fence provided by Schoolscapes as they had charged an extortionate amount. As the playground group had not ordered it they felt that the playground money should not be used to pay for it all. Schoolscapes to be contacted. . KS explained the problem with the Heras fencing. MC had received a quote for £328 from a local company, but JM had already agreed with Schoolscapes to use their supplier which was quoted as £2,400. The committee felt that Schoolscapes had 'ripped us off'. KS to contact Schoolscapes and explain how we felt and try to obtain a refund. The playground group are applying to Tesco Bags of Help for extra items – the committee are happy for KS to take this forward.

Phase two of the playground was discussed. it would be for older children and be sited at the top of the field. The badgers would need to be rehomed which would be difficult and costly. A group will look at ideas, plans and funding. KS suggested it may be possible to look at the HS2 grants. KS suggested that the village as a whole should consider the HS2 funding for other projects

8.2 Creation of a Playground sub committee. It was agreed that as a sub committee has no voting rights then there would be no sub committee and that the committee would appoint nominated trustees to take a lead on the playground and report back to the committee. KS, CS, BR and AR were nominated.

8.3 Constitution and Tesco funding: The playground group are going to apply for funding given by the Tesco Bags of Help scheme but the village hall constitution needed to be changed slightly to fulfil their requirements. This has already been done by special resolution.

9. Security Issues

Concerns have been raised about the dog fouling and walking of dogs on the playground. BR to design some signs and will send them out to the committee for approval. Dummy cameras to be installed to deter the above. Position of cameras discussed. It was agreed they must not point towards the playground. Pete Knowles to install them. The difficulties in locking the barrier and who would be available to unlock the padlock were discussed. It was agreed to look at putting a gate across the field at the side of the hall, wide enough for the caravans but with a pedestrian access and not to routinely lock the barrier. **Action MC to get a quote**

10. Car park update

RM reported that an application had been submitted to a charity for a grant to cover the cost of a full replacement car park rather than just a resurface, he was unsure how successful this grant would be as there were numerous applications. We would know the outcome in November. We may have to look at other grants, it was suggested to look at the HS2 grants. See 12 below

11. Auction and other Fundraising events

11.1 Auction: The feasibility of another auction was discussed as the money raised was minimal and the efforts required by volunteers was great. It was postponed until March as long as there were enough volunteers. There was no enthusiasm for the auction in the current format, it was agreed to look at an alternative in the form of a 'Promise' auction as it felt that this would raise more money and to ask Tony Winter if he would consider being the auctioneer.

11.2 Christmas Fayre: Gill Mackay who organised it last year is willing to help but does not want to organise it. Mel and Marie Havelock have agreed to organise the grotto. It was agreed that the committee would organise it with AR talking the lead. A list of what is needed and a request for prizes to go in next months parish magazine.

11.3 Burns Night: It was discussed how we would run the bar as the organiser was been very prescriptive. It was agreed to run the bar as a trial for other events but only if an agreed minimum number of tickets were sold and we would have a limited menu of drinks. Glasses would be hired. We would need to meet with the organisers and set some clear rules about the bar. **CS agreed to organise the bar.**

12. Pricing Policy

The pricing policy for parties of children who attend the village school but were not residents was discussed. It was agreed that as the school are very supportive of village events then a reduction for the hall on a Sunday afternoon would be available. The hourly rate on a Sunday afternoon would be £5.00 for villagers, £10 for non-villagers if they had children at the school and £15.00 for other non-villagers.

13. Maintenance

13.1: Need to keep a substantial reserve for all future maintenance and replacements. There is a quote for a hardwood front door, not able to have UPVC type as it has a threshold, which may restrict wheelchairs. Not sure what the regulations are, it may be possible to have a small portable ramp for wheelchairs to access a small threshold. **SJ to find out.**

13.2: Dishwasher needs replacing. Discussion around the need for a dishwasher as it is very rarely used, often misused and not emptied correctly. It was agreed not to replace it as very few village halls had dishwashers. **RM and CS to remove it.** Will need to put something in the space so it looks neat and tidy

13.3 Kitchen floor is damaged with a scorch mark, agreed to leave it as it is as it is not too unsightly

13.4 Plumbing in disabled toilet overflows possible due to the 'fall'. CS to look at what is covered by insurance.

13.5: Re painting of the hall will need doing, discussed a painting afternoon after Christmas, to advertise for help.

13.6 Electricity, to look at a provider that has good rates for charities, to be discussed at next meeting. One suggestion was the use of solar panels. To ask ERBL for a quote.

14. AOB

14.1: it was agreed we need to appoint a trustee as the lead for maintenance

14.2 Plants will be needed for planting the bank, PM has some left from the playground opening SJ will have some to split in the winter

14.3 It was agreed that the WI embroidery art work can be put on the wall next to the bar, if it needed to be removed for any functions then it will be done carefully by Trustees only, and stored securely

14.4 Tai Chi want to make a donation to the village hall, it was suggested that it go towards the paint

14.5: It was suggested that we use a template for emails that need actioning. **KS to design one**

14.6 Suggestions for future fundraising events to be discussed at the next meeting

- Concert in the field
- Murder mystery evening
- Breakfast with Santa
- Open air cinema in the field

Agreed to hold an informal "brainstorm" meeting on Thursday 21st October to generate ideas for use of grants from HS2 potentially amounting to £100k . Village organisations to be invited to participate

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13. Date of next meeting

Thursday 29th November 2018

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Signed as a true record

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Dated