

## Village Hall Management Committee 2015

Monday 6<sup>th</sup> July at 7.30pm in Village Hall

### Minutes

1. Apologies for absence: Bob Hooper Present: JP, JD, IC, MW, JK, SM, DB, David Henderson also in attendance + Cherry Clements and Wendy Harris
2. Register of financial interests: none declared
3. Approval of minutes of previous meeting 1.6.15: approved and signed by John Payne
4. **Matters arising:**
  - Electricity account – now have 2 year fixed rate deal at lower rate
  - Grass cutting now being paid for
  - Fit Villages – they are going ahead in Shimpling on 16<sup>th</sup> July. Lawshall has expressed an interest. We would need to put out 12 posters and 250 handbills – to go out with magazine (£10 cost to us). John to forward Maddy's email, dates in mid August to be offered
5. **Update on Hall repairs:**
  - dehumidifier has been fitted – a few items await completion before bill can be paid.
  - Some painting eg woodwork topcoat remains outstanding
6. **Finances:** Cash in bank/hand at 1<sup>st</sup> July = £4,629.76 (as compared to £9,076.13 at 31.12.2014). Outstanding bills for electrics (£800 approx) and website (£250-£300) Projecting to end of year we need an income of £640/m to break even. At present we are raising £513/m.  
Charges have increased to £12/h for Lawshall Residents, £15/h for non residents and £10/h for Groups/Clubs  
The committee thanked John for the clarity of the accounts presented.
7. **Bookings:**
  - a) Todd Lewis caterers – likes the Hall & Kitchen. Wants to put it on his website for weddings for 60-80 people. Suggested charge for use of hall £250.
  - b) He is also keen to offer an Italian Night, setting it all up himself at cost of £15/head – adding £5 to give ticket price of £20 would make £300 if the proposed 60 people came. A Saturday Date in early October. Mike Wright to get back to him re (a) & (b)
  - c) Possibility also of a Christmas party – idea welcomed
  - d) Sharon has had 6 bookings to end of Sept – parties, coffee morning, Harvest Festival
  - e) Young Farmers will be booking most Friday evenings from 11<sup>th</sup> Sept. Would need cupboard for storage – agreed. **Ian** to assist.
  - f) Wedding requested use of hall from Friday evening to Sunday morning (for clearing) – a charge of £200 was agreed.
  - g) Jenna had drafted a consolidated booking confirmation form based on the three forms Sharon had been using. **Jenna and Sharon** to meet to agree/devise most useful version.
  - h) Request for hire of tables and chairs – only 24 wooden chairs in building – **Ian** to check if others are in container.

8. **R&A** – going well. Very efficient at end of June. Just enough copy coming in. Some adverts not being paid for and will cease.
9. **Lottery:** spreadsheets being printed out monthly for collectors.  
A row of XXXXX indicates a Standing Order that is not now being paid – may have moved away or deceased – collectors to check, and on new occupants.  
**Collectors** to let Derek know even if no money has been collected during the month.  
**Ian** to pass these requests on to collectors
10. **Website:** Jenna has been working on this and met with Mike Pepper in the afternoon. Sadly no wifi access in village hall so was not able to demonstrate this evening – **Jenna** to send link so that all can view – though not yet finalised it is getting close to being able to be implemented. **Jenna** to learn how to edit/ update it.
- Lottery page and revised Lottery Standing order form including data handling statement
  - Facilities description with photos
  - Photo gallery – more photos needed, especially containing people.
  - Hiring charges and additional opportunities (? Add Todd Lewis wedding caterer)
  - Online booking enquiry form will go to Sharon’s email (but has had problems with email freezing – **Sharon** to check with provider – SKY).
  - Facebook is another avenue for enquiry though cannot use booking form – **Jenna** to send Sharon’s Facebook link to Mike P for inclusion in website.
  - Terms and Conditions – updated to include conditions for hire in legalese terms and the checklist for leaving the premises in good order. Some amendments needed – padded chairs not to be taken outside or for hire, Fridge to be left on and emptied. **Jenna** to amend and recheck with Sharon (and align with H&S policy).
  - Schedule of events – 2 possible ways to do this
- 1) Using the events scheduling that comes with website – cannot schedule recurring events unless additional software purchased (£75)
- 2) Using Google Calendar (free)
- Jenna and Sharon to meet** (13<sup>th</sup> July) to see which is easiest to use in practice.  
Private (password protected) area for committee members has been arranged on website. The committee decided it is very happy for all Agendas and minutes, policies to be in the public domain. I plan to keep the protected area – there may be documents we want to work on together before they are ready for the public domain – H&S policy as it stands at present is an example (Jenna)

Committee happy for website to go live once ready. Current website had 688 visitors in one month.

Health and Safety Policy, Risk Assessment Register and Asbestos Register devised by Amanda in November 2014 need some updating / revision before can be posted on website. (Jenna to lead)

11. **Committee membership/officers:** David Henderson offered to take on the chairship – co-opted unanimously.

12. AOB:

- a) Casino Night (Wendy Harris organising) Saturday Sept 5<sup>th</sup> or 12<sup>th</sup> are free. Children can attend, with suitable adult, Fish and Chip Supper . Ticket being designed, price includes 1 bag of gaming chips. Prize for owner of most chips at end of evening. Bring own drinks & glasses.
- b) Sat 18<sup>th</sup> July – Coffee morning –Plants, Bric-abrac, books, tombola, raffle. Contributions to Julian at 4 Pates Corner.
- c) Burrs have promised that signage to say VH now open for hire will be up on 7<sup>th</sup> July.
- d) Container lock had been stuck – new padlock supplied by Titch – for reimbursement, new keys will also be needed.
- e) Mower still needs fixing - ? to mower repairer in village
- f) New tea towels agreed
- g) Plumbing / sewage issue in ladies toilet

**Date of Next Meeting: 10th August 7.30pm**