

**Minutes of the Wilstone Village Hall Committee Meeting held on  
16 May 2018 at 8.30pm at St. Cross Church.**

**Present:** Mr P Cogger (PC), Miss D Crapnell (DC), Cllr P Lovis (PL), Mrs I McCall (IM), Mr C Reedman (CR), Mrs S Reedman (SR), Mr R Smissen (RS). Also in attendance: Mrs M Buchi, Mr P Buchi (minutes).

**Apologies:** Mr C Cobb (CC), Mr P Kemp (PK), Mr M Postings (MP), Mr A Short (TS), Mrs J Walker (JW), Mr N Williams (NW).

**18/10 Minutes of the Meeting held on 12 February 2018.**

The minutes, having been circulated prior to the meeting, were agreed as an accurate representation.

**18/11 Election of officers.** The following officers were elected. Chairman - Richard Smissen; Co-chairman - Diana Crapnell; Secretary - vacancy; Treasurer - Neil Williams; Bookings Secretary - Tony Short (co-opted until a replacement can be found.)

**18/12 Matters Arising**

| <b>Action Points from the meeting held on 12 February 2018</b>   |            |               |
|--|------------|---------------|
| <b>Action</b>  | <b>Who</b> | <b>Status</b> |
| Fitting of defibrillator housing. Installation completed by RS. Fully operational and registered with the two ambulance authorities. | RS         | Closed        |
| Broken security light. Still waiting electrician.  | Scott/RS   | c/f           |
| Link on Village Hall website to Parish Council Website.  | NW         | Closed        |
| Village Fete/Event - draft something for the village newsletter.   | DC         | Closed        |
| Village Fete/Event - check dates were free.  | DC/TS      | Closed        |
| Hall Lettings/Minute Secretary vacancies and AGM advert in Village News.   | RS         | Closed        |
| Meet with TRPC to discuss boundaries etc. Meeting was held on 27 February. (See below.)  | RS/PL/DC   | Closed        |
| Securing of picnic benches against misuse. Fixings have now been obtained. Work can proceed.   | CR/RS      | c/f           |

**18/13 Treasurer's Report**

| <u>Position at 31 March 2018 £.</u> |               |
|-------------------------------------|---------------|
| Current account                     | 1,096         |
| Business account                    | 4,061         |
| Bonds etc.                          | 23,020        |
| Petty cash                          | 507           |
| <b>Total</b>                        | <b>28,686</b> |

**18/14 Meeting with TRPC held on 27 February 2018.**

The Chairman reported that this had been a very useful meeting. Detailed minutes were produced by the Clerk to the Council, Lucy Bancroft. Copies were made available to Committee members. The main areas covered were as follows.

- Confirmation of the village hall lease and the demised area.
- Obligations under the lease and Charities Act for WVH to be set up and managed as a charity.
- Village hall building: ownership, insurance, repair and maintenance.
- Playground: responsibility for maintenance, upkeep and insurance.
- Demised area: maintenance, management and insurance.
- Patio area and WVH garage: access to, insurance and maintenance.
- Notification to TRPC for the use of Wilstone recreation ground.
- Employer's Liability Insurance.
- Clothing bank.
- Transfer of Information: sight of insurances, annual statement of accounts, rent.
- Future: change of building footprint, extensions and new build, return of any areas procedure.

The next step is for an agreed letter covering these matters to be drawn up as an attachment to the village hall lease.

**Action: TRPC and RS.**

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It was now clear where the boundaries are and who is responsible. The Committee **agreed** that WVHC would maintain the border alongside No.49 Tring Road.

The Chairman will also formally advise TRPC of the village event on 10 June.

**Action: RS.**

**18/15 Future locations for the Wilstone Community Shop.**

Diana Crapnell presented some ideas that were under discussion by the Community Shop Committee for possible relocation in the future. These were for information only. She said it was clear that re-location to the Wilstone village hall was not viable option. If a new location was separate from the village hall it would not be a matter for the Village Hall Committee.

**18/16 Failure to recruit a new Bookings Secretary and fill the vacancy for Secretary.**

Numerous advertisements in 'Village News' had failed to attract any volunteers for these important posts. The Bookings Secretary was a vital management position on which half the annual revenue depended. The village event committee had attracted some new participants, and it was hoped to interest some of these in joining the WVHC.

**18/17 Review of Honorarium**

It was suggested that as the Bookings Secretary job required a substantial commitment, the post should be considered for an honorarium (including the present holder). It was also noted that the level of honorarium (£500 per year) had not been reviewed for some time. The Committee **agreed** to delegate to the Chairman and Treasurer the task of considering both these items.

**Action: RS/NW.**

**18/18 Past events**

The Elvis show had been a great success. Jill and Peter Walker were congratulated on putting on a great evening and thanked for their hard work on the event.

**18/19 The future of Film Nights**

The death of projectionist Richard Field was noted with sorrow. Richard's dedication in making the long journey to Wilstone (80 times over the last 12 years) was much appreciated. Peter Walker had attended the funeral. It was Peter Walker's view that Arts Alive may not be able to continue to provide this service to us, and alternatives should be considered. The Committee **agreed** that Film Nights were important to the community and should be continued if possible. The Chairman said that one option was to buy our own projection equipment - the cost would be about £10,000. Lottery Funding had been applied for, but this may not provide the answer. Practical issues around owning equipment include: effort needed to set up, competent operation, security, insurance, obsolescence. It was unlikely to be practical to hire out such equipment to other organisations.

It was **agreed** that purchase of equipment should be investigated and a report made to the committee. The Chairman will initiate, co-opting others.

**Action: RS.**

In the meantime, Phil Cogger will contact the Tring Film Night organisers to see how they operate, and if any form of collaboration would be possible.

**Action: PC.**

**18/20 Future events - Fun and Games village event, 10 June.**

Diana Crapnell reported that preparations were on track. She was encouraged that six new people had come forward and were helping to organise. There were two specific issues:

- Helpers were needed on the day.
- First Aid cover was needed, as neither St. John or the Red Cross were available. It was **agreed** to use a commercial company. The cost will be about £250.

**Action: DC/RS.**

**18/21 Any other business**

- The tidy-up of the garage had taken place. Thanks to all who had helped.

- Paul Lovis thanked the Chairman for agreeing to fund two flower tubs and grass seed for the restoration of a damaged grass verge near the village hall. Top soil was provided free by Meads, and Paul provided the labour. All agreed it was a worthwhile improvement.

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**18/22 Dates of next meetings**

9th July 2018, at the Half Moon, 8pm.

10th September 2018, at the Half Moon, 8pm.

**Summary of actions from this meeting.**

| <b>Action points from 16 May 2018</b>  | <b>Who</b>     | <b>Status</b> |
|--|----------------|---------------|
| 18/14 Follow up from meeting with TRPC: letter to be drawn up.               | RS and TRPC    |               |
| 18/14 Advise TRPC of use of recreation ground for 10 June village event.     | RS             |               |
| 18/17 Review of honorarium.  | RS and NW      |               |
| 18/19 Investigate purchase of projection equipment.                          | RS and others. |               |
| 18/19 Contact Tring Film Night organisers about collaboration possibilities. | PC             |               |
| 18/20 Make arrangements for first aid cover on 10 June.                      | DC and RS      |               |

The meeting ended at 9.40pm.