

**Minutes of the Wilstone Village Hall Committee Meeting held on  
14 March 2016 at 8.00 pm at the Half Moon, Wilstone**

**Minute Nos. 16/21-16/30**

**Present:**

Mr R Briant (RB)  
Mrs M Buchi (MB)  
Miss D Crapnell (DC)  
Mrs I McCall (IM)  
Mr C Reedman (CR)  
Mr R Smissen (RS)           Chairman  
Mrs S Reedman (SR)  
Ms J Roust (JR)           Secretary  
Mrs J Walker (JW)  
Mr N Williams (NW)       Treasurer

**Apologies:**

Mr Chris Cobb (CC)  
Mr P Kemp (PK)  
Mr M Postings (MP)  
Mr A Short (TS)

**ACTION**

**16/21 Minutes of the Meeting held on 8 February 2016**

The Minutes of the previous meeting were amended to reflect Cabaret Night thanks were to MB and Jill and Peter Walker, and having been circulated prior to the meeting, were agreed as an accurate representation.

**16/22 Matters Arising**

| <b>Action Points of meeting held on 8 February 2016</b>                             |            |                 |
|---|------------|-----------------|
| <b>Action</b>   | <b>Who</b> | <b>Deadline</b> |
| Replacement doors for kitchen carcasses (fit drawers and remaining cupboards)       | PK/RS      | CF              |
| CR to make a note of the details on the light so RS can order a replacement.        | CR/RS      | CF              |
| Circulate quote from Scott Lee for hall electrics)                                  | JW         | CF              |
| Repair noticeboard  | RS         | CF              |
| Hooks for around outside of hall for bunting etc.                                   | RS         | 5 June          |
| Investigate isolating glasswasher for committee use only                            | RS         | CF              |
| IM to send RS details of a reputable builder.                                       | IM         | CLOSED          |
| Circulate the URL of the draft website to the committee                             | NW         | CLOSED          |
| Stock count of wine for film night  | NW         | CLOSED          |
| Order wine for film night   | RS         | CF              |
| Respond re: Summer Club   | RS         | CLOSED          |
| Check if church is free on Monday 16 May  | CR/SR      | CLOSED          |
| Put AGM notice in Village News  | JER        | CLOSED          |
| Look at the two doors in gents toilets  | RB         | CF              |
| Ask John McCall if he will write round-up of the Cabaret Night for the Village News | IM         | CLOSED          |
| Contact Tring School to see if they want some of our black plastic chairs           | PK         | CF              |

**i) Action Points**

Hall electrics: JW circulated quote from Scott Lee for 23 emergency lights and signage to make us legally compliant, which was £2,203. His

**ACTION**

quote for new distribution board with individual circuit breakers to upgrade electrics was £1,600. JW will ask Peter Walker to see if there is any negotiation on price if he does both jobs and sort out the non-maintained light in the cupboard and the non-working striplights. JW will then circulate final price and engage Scott to do the work. Thanks to JW and Peter Walker for their work on this.

**JW****JW**

New website: RS will forward Chris Cobb's email. NW will contact CC to confirm what the live URL will be.

**RS****NW****16/23 Ladies' Toilets**

Irene had been doing some work on getting estimates. Mike Harrison from Cheddington will supply a quote in the next few days. He thought the water heater could be housed under the sink. Irene to distribute quote from Mike Harrison when it's received. We may then ask Trevor to re-quote so that we have comparable quotes.

**IM****16/24 Treasurer's Report**

Finances are in good shape.

**Balances - 14 March 2016**

|                    |           |
|--------------------|-----------|
| Current            | 1,561.06  |
| Deposit            | 31,341.90 |
| Money Market       | 7,000.00  |
| Petty cash         | 431.73    |
| Awaiting paying in | 360.00    |
|                    | <hr/>     |
|                    | 40,694.69 |

|                   |           |  |
|-------------------|-----------|--|
| Outstanding bills | - 396.00  | FN6 film hire                            |
| Unpaid cheques    | 0.00      |  |
|                   | <hr/>     |  |
| Total funds       | 40,298.69 | 737.99 insurance paid since last meeting |

Approx. profit 11,700.00  
current financial year  
(inc £6,000 grant from TRPC)

**16/25 Website**

The new website had been discussed earlier in the meeting.

**16/26 Past Events**

**Film Night:** Another successful evening.

**16/27 Future Events****Film Night**

We will get some ginger beer for the bar.

The last film of the season is Spectre on April 8. Tickets will go on sale asap.

**Fete**

Planning is going well.

**ACTION**

Jo Woodbridge is looking to run an event in September but doesn't want to clash with anything the committee may be running. RS will let Jo know that nothing is planned and to get in touch with TS.

**RS****16/28 Hall Lettings**

TS was not at the meeting, but bookings appear to be going well.

**Hospice of St Francis Garden Party**

There were no objections to the Hospice using our carports for their garden party.

**16/29 Any Other Business**

JW is taking part in a sponsored cycle ride on Sunday 20 March and asked if there were any objections to mentioning it at the film night - there were no objections.

Bar licenses - we can now apply for 15 events on our licensing.

**16/30 Date of Next Meeting**

**There will not be a meeting on 11 April** as the 19th Hole is not available. The next meeting will be the AGM on Monday 16 May at St Cross Church.

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| Order wine for film night   | RS         |                 |
| Look at the two doors in gents toilets  | RB         |                 |
| Contact Tring School to see if they want some of our black plastic chairs   | PK         |                 |
| JW to ask Peter Walker to see if there is any negotiation on price if Scott Lee does both electrical jobs and sort out the non-maintained light in the cupboard and the non-working striplights | JW         |                 |
| JW to circulate final price of electrical work and engage Scott Lee to do the work  | JW         |                 |
| RS to forward Chris Cobb's email to committee   | RS         |                 |
| NW will contact CC to confirm what the live URL will be   | NW         |                 |
| Irene to distribute quote from Mike Harrison when it's received   | IM         |                 |
| RS to let Jo Woodbridge know the committee have no events planned for September   | RS         |                 |