

**Minutes of the Wilstone Village Hall Committee Meeting held on
9 January 2017 at 8.00 pm at the Half Moon, Wilstone**

Minute Nos. 17/01-17/08

Present:

Mr R Briant (RB)
Miss D Crapnell (DC)
Mr P Kemp (PK)
Mrs I McCall (IM)
Mr C Reedman (CR)
Mrs S Reedman (SR)
Mr A Short (TS)
Mr R Smissen (RS) Chairman
Ms J Roust (JR) Secretary
Mrs J Walker (JW)
Mr N Williams (NW) Treasurer

Apologies:

Mrs M Buchi (MB)
Mr Chris Cobb (CC)
Mr M Postings (MP)

ACTION

17/01 Minutes of the Meeting held on 14 November 2016

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

17/02 Matters Arising

Action Points of meeting held on 14 November 2016		
Action	Who	Deadline
Replacement doors for kitchen carcasses (fit drawers and remaining cupboards)	PK/RS	CF
Contact Scott Lee re: non-maintained light in storeroom	JW	CF
Reposition spotlights to point at glitter ball	RS	CF
Talk to Ken re: gin evening	RS	CF
Arrange professional clean of ovens – notify Peter Walker committee have agreed this	JW	CLOSED
Order new listening device for inductive loop	RS	CLOSED
Supply RS with details of vinyl flooring	IM	CLOSED
Write and circulate draft note to committee for input about liability insurance for new keep-fit / play equipment on recreation ground, and give to RB to table at the next council meeting.	PK/RS	CLOSED
Obtain comparative decorating quotes	RS	CLOSED

Electrics - Peter Walker has chased Scott Lee re electrical work.

Cleaning of ovens - ovens have been professionally cleaned and invoice paid.

Vinyl flooring - IM circulated a sample of Kardeen flooring to go in committee room. This is a tough hardwearing surface. We will keep this surface in mind.

Play equipment - PK had met with John Thirkettle re: play equipment. PK circulated the leaflet that was supplied to local residents regarding zip wire and new play equipment. It was felt this was the wrong location for the zip wire. There will be a public meeting on 25 January. The aim is

ACTION
RS

to install it in March. RS will write to John Thirkettle re insurance, age restrictions, maintenance and location of zip wire using contact details on leaflet. PK suggested a notice saying users of the playground do so at their own risk and the hall is not liable.

Defibrillator - RS will bring this up at the next TRPC meeting. An electrical source needs to be installed in disabled WC to power the defibrillator. It was decided to have the electrical works done when the WC is decorated rather than waiting for the outcome of the TRPC meeting. PK will find out what feed the defibrillator needs.

RS

Decorating quotes - (discussed at the end of the meeting and RB was absent for this item)_RS read out RB's quote which was very reasonable. It was not possible to get comparative quotes as contractors do not wish to work outside hall opening hours. The committee were unanimous and agreed to go ahead with RB's quote.

PK

17/03 **Treasurer's Report**

Nothing exceptional to report.

Balances 9 Jan 2017

Current	1,412.73
Deposit	16,177.97
Money Market	7,000.00
Petty cash	452.07
Awaiting paying in	260.00
	<hr/>
	25,302.77

Outstanding bills	0.00
Unpaid cheques	-63.00
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Total funds	25,239.77

Approx. profit	-15,300.00	... but we've spent over £23,500 on major works this year
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17/04 **Website**

TS had some input regarding the website. The activities page needs updating and TS will supply details via email to NW. We need a better photo of interior of hall showing glitter ball and the disabled info needs updating.

TS/NW

17/05 **Future Events**

Film Nights – 20 January film will be Florence Foster Jenkins. February - Bridget Jones Baby and hoping to get Sully for the March film. There will be an additional film night in April.

Set up times will be 5pm. NW will check alcohol stocks and let RS/PK know what wine is required.

NW/RS/PK

Village event – good progress has been made and there will be another planning meeting on Wed 18 January. Any suggestions are welcome.

Guy will do the catering. Phil Madley will do an art demo.

Gin Event

Past Events

Film Nights – excellent evenings.

17/06 Hall Lettings

Going well. New booking Tuesday mornings 10.30 -12.00 for Qi Gong meditation.

17/07 Any Other Business

- Discussion about disabled ramp access to hall. There is an event on 3 March and we will need disabled access for this. There is a 4 inch step to the front door. It was agreed we need a ramp. Need to check building regulations to make sure we don't build one too steep. Once we have sizes RS will make a non-slip metal ramp across full width of porch. It will also need a grab rail. If we do not have something in place by 3 March RB will build a temporary wooden ramp. RB will contact Rick as he installed the shop ramp. [*Subsequent to the meeting a portable metal ramp was ordered*].
- Terms and Conditions – these are out of date and need a small working party to update them, including the new play equipment and denying our liability in writing. RS has an electronic version. TS will email a date to CR and RS to look at these T&Cs.
- Council elections 4 May – the hall will be in use as a polling station. Bookings for this day have been cancelled.
- TS confirmed that he will be standing down in May at the AGM.
- AGM planned for Wed 10 May – CR and SR will see if the church is free on that evening.
- Electrics – both overhead heaters at stage end are not working. One of outside security lights isn't working.
- Ladies WC – one of the toilets isn't discharging. CR will rod the pipes. RS will also send a note to Cliff Yeardye. Lock release on outside also needs changing as metal is too soft to open with screwdriver.
- Changing combination of keysafe to 1438.

TS/CR/RS

**CR
RS**

17/08 Date of Next Meeting

The next meeting will be held on Monday 13 February in the 19th Hole, Half Moon. Proposed dates for the rest of the year are: 13 March, 10 April, Wednesday 10 May (AGM), 12 June, 10 July, 11 September, 9 October, 13 November and 11 December.

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RS to write to John Thirkettle re: insurance, age restrictions, maintenance and location of zip wire using contact details on leaflet	PK/RS	
Find out at next TRPC meeting if funding is available for external housing of defibrillator	RS	
Find out what electrical feed the defibrillator needs	PK	
Email NW changes needed for website activities page	TS	
Check wine stocks for film night	NW	
Order wine for film night	PK/RS	
Update hall hire T&Cs	TS/CR/RS	
Book church for AGM on 10 May, if available	CR/SR	
Rod the pipes of non-discharging ladies WC	CR	
Inform Cliff Yeardye or problem with ladies WC	RS	
Inform Cliff Yeardye that lock release on outside of WCs needs changing as metal is too soft to open with screwdriver	RS	