

**Minutes of the Wilstone Village Hall Committee Meeting held on
10 May 2017 at 8.00 pm at St Cross Church, Wilstone**

Minute Nos. 17/25-17/35

Present:

Mr Phil Cogger
Miss D Crapnell (DC)
Mrs I McCall (IM)
Mr M Postings (MP)
Mrs S Reedman (SR)
Mr A Short (TS)
Mr R Smissen (RS) Chairman
Ms J Roust (JR) Secretary
Mr N Williams (NW) Treasurer

Apologies:

Mr Chris Cobb (CC)
Mr P Kemp (PK)
Mr C Reedman (CR)
Mrs J Walker (JW)

In Attendance

Mrs M Buchi (MB)

ACTION

17/25 Election of Officers
Chairman – Richard Smissen was elected Chairman
Secretary – Jude Roust
Bookings Secretary – Tony Short
Treasurer – Neil Williams
Vice Chair – Diana Crapnell

17/26 Minutes of the Meeting held on 13 March 2017
The Minutes having been circulated prior to the meeting, were agreed as an accurate representation.

17/27 Matters Arising

Action Points of meeting held on 13 March 2017		
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
Find out at next TRPC meeting if funding is available for external housing of defibrillator	RS	CF
Check wine stocks for film night	NW	CLOSED
Order wine for film night	PK/RS	CLOSED
Update hall hire T&Cs	RS	CLOSED
Inform Cliff Yeardye that lock release on outside of WCs needs changing as metal is too soft to open with screwdriver	RS	CF
Produce a costing proposal for the village event	Peter Walker	CF
Purchase paper towel dispenser from Costco	DC	CLOSED
Organise skirting around floor in disabled WC	RS	CF
Buy defibrillator battery	RS	
Write to playgroup about removing their notices at the end of sessions	TS	CLOSED
Ask Bella to clean kitchen fridge	CR	

ACTION

Defibrillator exterior housing – we now have a Parish Council. DC will talk to Paul Lovis (PL) explaining background so he can raise it at next TRPC meeting.

DC

Terms and Conditions – RS had circulated draft updated T&Cs to the working group. They will be circulated to the whole Committee with the Minutes.

RS

Village event (25 June) – potentially, revenues are coming from stalls' donations and the Half Moon. A budget of £750-£800 would need to be underwritten to cover the costs. The income from the event should defray this cost. Any profit above this would be split between the Parkinsons charity, the allotments and the church. There were no objections among the committee to underwriting this amount. The Open Gardens budget is ring-fenced as is the Church's.

17/28 Changes to Hall hire rates from 1 January 2018

Hall hire rates for 2018 will not be increased.

17/29 Treasurer's Report

Nothing exceptional to report.

Balances	10 May 2017	
Current	1,564.65	
Deposit	15,329.09	
Money Market	7,000.00	
Petty cash	479.07	
Awaiting paying in	404.00	various cheques
	<u>24,776.81</u>	
Outstanding bills	0.00	
Unpaid cheques	<u>0.00</u>	
Total funds	24,776.81	
Approx. profit current financial year	800.00	Early days!

17/30 Website

Nothing to report.

17/31 Past Events

Wine Evening – an excellent evening which raised £550 for Alec's World Challenge fund.

17/32 Future Events

Film Nights – Dates are in the diary for the autumn season: 20 October, 17 November, 15 December, 19 January, 16 February, 16 March.

Village event – Tring Road will be closed between Rosebarn Lane and Sandbrook Lane. There will be parking in Mead's field and the

ACTION

recreation ground. Stalls will be on the grass verges. Raised stage area outside pub for musical acts. Street entertainer. Animals in paddock. Teas, bric-a-brac and tombola in church grounds. Shop will be open for teas.

Making provision for residents who may have carers needing to get into village.

Volunteers are needed for car parking and to man barriers.

Open Gardens are being advertised but the village event is for the residents of Wilstone, so not being advertised externally.

Future Events – suggestions for future events were a quiz, race night and an Elvis evening.

17/33 Hall Lettings

The playgroup are no longer using the hall but have left some of their equipment behind. TS will write to them in June asking them to collect it. Jazzercise want to extend their Friday morning booking until 12 noon.

TS**17/34 Any Other Business**

Fire exit – the door onto the patio was adapted post-fitting to be a fire door. It jammed last week. It is now fixed but will need to be closed gently.

Hall painting – DC will check with Richard Briant that he is still going to paint the hall.

DC

Disabled ramp – there is one on Euston Station on a top and bottom bracket with a lock. NW to investigate if we can get one to fit our ramp.

NW

Disabled toilet – skirting board. RS tried ringing the flooring company but could not get through. NW to supply RS with telephone number.

NW/RS

Chairs – TS will check and tighten up allen keys in the red chairs.

TS

Heating – there is an overhead heater that doesn't work, but there is a spare somewhere. One of the lights doesn't work either.

17/35 Date of Next Meeting

The next meeting will be held on Monday 12 June, 10 July, 11 September, 9 October, 13 November and 11 December.

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Replacement doors for kitchen carcasses (fit drawers and remaining cupboards)	PK/RS	
Contact Scott Lee re: non-maintained light in storeroom	JW	
Reposition spotlights to point at glitter ball	RS	
Inform Cliff Yeardye that lock release on outside of WCs needs changing as metal is too soft to open with screwdriver	RS	
Defibrillator housing - talk to Paul Lovis (PL) explaining background so he can raise it at next TRPC meeting	DC	

Circulate draft T&C to committee with Minutes	RS/JR	
Produce a costing proposal for the village event	Peter Walker	
Buy defibrillator battery	RS	
Ask Bella to clean kitchen fridge	CR	
Write to playgroup in June asking them to collect their equipment	TS	
Check with Richard Briant that he is still going to paint the hall.	DC	
Check to see if we can get a bracket and lock for the disabled ramp.	NW	
Disabled WC skirting - NW to supply RS with telephone number of flooring company	NW/RS	
Check and tighten joints on red chairs	TS	