

**Minutes of the Wilstone Village Hall Committee Meeting held on
12 August 2019 at 7.30pm at Half Moon Pub.**

Present: Cllr D Chalmers (CDC), Mr P Cogger (PC), Miss D Crapnell (DC), Mr P Lovis (PL), Mrs I McCall (IM), Mr M Postings (MP), Mr C Reedman (CR), Mrs S Reedman (SR), Mr A Short (TS), Mr R Smissen (RS), Mrs J Walker (JW), Mr P Walker (PW), Mrs A Beck (AB)

In Attendance:

Apologies: Mr C Cobb (CC), Mr P Kemp (PK), Mr N Williams (NW)

19/39 Minutes of the Meeting held on 17 June 2019.

The minutes, having been circulated prior to the meeting, were agreed as an accurate representation, after an adjustment to 18/48 clarifying that John Shaw had not been contacted in order to obtain a quote to decorate the Village Hall.

19/40 Matters Arising

Action points from 17 June 2019	Who	Status
18/32 Security light still to be fixed.	PW	CF
18/48 (revised see 19/42) Hall Decoration Village hall to be redecorated by Shaun Hendin week commencing 2 nd September 2019. Choice of paint colour to be determined by PW and IM. IM and PW to select curtain fabric and preferred supplier. Curtains and blinds in the kitchen and committee room to be reviewed and updated as necessary. Committee Room Changes to layout and units remain work in progress. Work provisionally scheduled for completion in October 2019.	PW	CF
19/11 NW to enquire as to Jonathon Timms availability to audit the accounts for the year ended 31 st March 2019. Jonathon Timms has agreed to do so,	NW	Closed
19/21 Chase Ann (Monday dance) for outstanding hall rental payment. Paid.	NW	Closed
19/22 CDC to raise WVH parking issues with TRPC at their meeting in June	CDC	Closed
19/22 Liaise with WATCO to determine costs for marking parking bays	RS	CF
19/23 Measure Village Hall to determine lumen requirements	PK	CF
19/27 Investigate options for Wine Tasting Evening – likely to take place in the new year.	PK	CF
19/27	NW	Closed

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Resolve problem with village hall doors		
19/33 Check diary for suitable dates for redecoration of village hall	TS	Closed
19/33 Liaise with Shaun Hedin re decoration of village hall	PW	Closed
19/33 Speak to Nev re curtain suppliers and forward details to IM – action no longer required	RS	Closed
19/37 Following changes to committee membership, place a notice in the Village News	PW	CF
19/37 Write to Charity Commission re changes to committee	RS	CF
19/37 Review WVHC information on Charity Commission website	RS/AB	Closed
19/37 Determine how best to add WVHC minutes to Wilstone.org	CC	Closed
19/37 Donation of £60, going towards a Toilet Sharing Scheme, had been paid to All Saints Church.	NW	Closed
19/37 Look for volunteers to cut grass	ALL	CF
19/37 Forward details of window cleaner to CR	DC	Closed
19/37 Obtain quotes for window cleaning Tim (Windows) has been hired to clean the Village Hall windows inside and out, twice a year, for the sum of £150.	CR	Closed

19/41 Treasurer's Report

Balances	12 August 2019
Current	£1,716.65
Deposit	£36,920.00
Money Market (Bond)	£0.00
Petty cash	£420.84
Awaiting paying in	£0
	<hr/>
	£39,057.49
Outstanding bills	£0.00
Unpaid cheques	£0.00
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Total funds	£39,057.49

The bond has matured, however there is no financial instrument available to WVHC to replace it. The total amount has therefore been placed into the deposit account. Annual profit to date is approximately £3000.

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19/42 Hall Refurbishment

PW updated the committee on plans for the refurbishment of the Village Hall. The committee agreed to the creation of a sub-committee in order to expedite the refurbishment. The sub-committee consists of PW and IM – other committee members may be called upon as required.

It was agreed to add a contingency of 25% to the current forecast spend, bringing total estimated costs to approximately £20k. This would cover redecoration of the Village Hall, curtains, the Committee Room refurbishment and general maintenance and upgrades.

Redecoration of the hall, to be carried out by Shaun Hendin, is scheduled for the week commencing 2nd September 2019. IM presented the committee with a selection of soft white paints. The committee agreed that the entire wall (above and below the dado rail) should be painted the same soft white. Final selection of paint colour to be determined by PW and IM.

Choice of curtain fabric and preferred supplier to be decided by PW & IM. Curtains and blinds in the kitchen and committee room to be reviewed and updated as necessary.

Changes to layout and units in the Committee Room remain work in progress. Work is provisionally scheduled for completion in October 2019.

PW & CR agreed to compile a list of maintenance issues that could be resolved whilst refurbishment work was underway. This would include but not be limited to, what to do with the numerous plastic chairs, dripping taps, faulty heaters, and storage/removal of chemicals.

CDC agreed to remove the filing cabinet and contents pertaining to TRPC by 2nd September 2019.

PL agreed to review the glassware in order to determine what should be kept, removed or purchased.

19/43 Past Events

Village Event 23rd June: The committee agreed this was a resounding success.

19/44 Future Events

Film Night: Dates have been agreed and advertised in the Village News. PW and PC to confirm films to be shown.

Screening of Live Events: No further action until the new year.

Musical Mash: PW to check the date with Ivor and confirm hall availability with TS.

Elvis: Due to perform on 31st January 2020. TS to check hall availability.

19/45 Parking update & Information required by TRPC for use of the recreation ground

CDC updated the committee on TRPC's discussion of WVH's parking issues. The solution, he felt, was dependant on the problem the committee was trying to solve i.e.:

- a) Parking for village hall users
- b) Residents parking.

The committee was clear that the aim was to resolve both.

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The most obvious solution to enlarging the carpark would be to expand into the recreation grounds. Covenants restrict the use of this land; any change to current parameters would need to be approved by Hertfordshire County Council.

CDC agreed to talk to Hertfordshire County Council on behalf of WVHC in order to determine the level of change they would deem acceptable.

Discussion around the demarcation of land owned by WVH and TRPC raised the question of Public Liability insurance covering users of the Village Hall. TS agreed to review the Terms & Conditions for hiring the hall and update them as necessary.

19/46 Planning Permission for 49 Tring Road

The committee agreed that there was no objection to the planning request proposed by 49 Tring Road. However, their need for builder's access and possible use of a skip on the WVH car park could prove problematic. It was agreed that PW should contact the residents of 49 Tring Road and invite them to write to the committee, formally requesting access to the car park specifying their requirements. This would allow the committee to formally respond.

19/47 Hall Lettings

Nothing more to add.

19/48 Any Other Business

External Hall. A number of committee members remarked upon the external state of the Village Hall. It was agreed that the plastics should be cleaned, and the wood tented to.

19/49 Date of next meeting

Wednesday 4th September 2019 at 7:30pm, Wilstone Village Hall

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Summary of actions from this meeting.

Action points from 12 August 2019	Who	Status
18/32 Security light still to be fixed.	RS	
19/22 Liaise with WATCO to determine costs for marking parking bays	RS	
19/23 Measure hall and determine lumen requirements	PK	
19/27 Investigate options for Wine Tasting Evening	PK	
19/37 Following changes to committee membership place a notice in the Village News	PW	
19/37 Write to Charity Commission re changes to committee	RS	
19/37 Look for volunteers to cut grass	ALL	
19/42 Choose paint for Village Hall redecoration	PW/IM	
19/42 Decide on fabric and supplier for curtains	PW/IM	
19/42 Review state of curtains and blinds in kitchen and committee room	PW/IM	
19/42 Compile list of maintenance issues	PW/CR	
19/42 Remove TRPC cabinet and files	CDC	
19/42 Review glassware requirements	PL	
19/44 Check date for Musical Mash and confirm with TS	PW	
19/44 Check hall availability for Elvis	TS	
19/45 Determine scope for change in covenant with HCC	CDC	
19/45 Review Terms & Conditions re Public Liability insurance	TS	
19/46 Write to residents of 49 Tring Road and invite them to formally request access to the WCH carpark for the duration of their building works.	PW	
19/48 Organise work to external village hall – plastics and wood	PW	