

**Minutes of the Wilstone Village Hall Committee Meeting held on  
11 November 2019 at 7.30pm in the Half Moon Pub.**

**Present:** Mr P Cogger (PC), Miss D Crapnell (DC), Mr P Kemp (PK), Mr P Lovis (PL), Mrs I McCall (IM), Mr C Reedman (CR), Mr R Smissen (RS), Mr N Williams (NW) Mrs S Reedman (SR), Mrs J Walker (JW), Mr P Walker (PW), Mrs A Beck (AB)

**In Attendance:**

**Apologies:** Cllr D Chalmers (CDC), Mr C Cobb (CC), Mr A Short (TS)

**19/60 Minutes of the Meeting held on 4 September 2019.**

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

**19/61 Matters Arising**

<b>Action points from 4 September 2019</b>	<b>Who</b>	<b>Status</b>
19/22 Liaise with WATCO to determine costs for marking parking bays – on hold until solution for parking is determined.	RS	Closed
19/27 Investigate options for Wine Tasting Evening.	PK	CF
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
19/42 Costs were presented for the replacement of current glassware. The committee decided to postpone making any decision, and to continue to review glassware needs over the next few months.	PL	Closed
19/42 (was 18/48) Refurbishment of the main hall and committee room are to all intents and purposes complete.	PW	Closed
19/45 Determine scope for change in covenant with HCC	CDC	CF
19/45 The committee reviewed and accepted the revised wording of the Terms & Conditions for the hire of WVH.	TS	Closed
CR to display a copy of the Terms and Conditions in the village hall and provide anyone wishing to hire the hall with a copy for signature confirming agreement.	CR	CF
19/53 PW & CR to compile a list of maintenance issues. Review of maintenance list to be added to agenda as a regular item.	PW/CR	Closed
19/53 Review hall hire prices once refurbishment is complete.	PW	CF

**Minutes of the Wilstone Village Hall Committee Meeting held on  
11 November 2019 at 7.30pm in the Half Moon Pub.**

**19/62 Treasurer's Report**

Balances	11 November 2019
Current	£1,365.88
Deposit	£20,683.44
Money Market (Bond)	£0.00
Petty cash	£752.14
Awaiting paying in	£383.94
	<hr/>
	£23,185.40
Outstanding bills	£0.00
Unpaid cheques	£0.00
	<hr/> <hr/>
Total funds	£23,185.40

**19/63 Hall Refurbishment**

PW updated the committee on the status of the Village Hall refurbishment. Work to the main hall and committee room has largely been completed; outstanding tasks include the addition of a trim around the ceiling lights and extending the dado rail.

The committee reviewed the costs to date and approved the overspend of £977; £556 changes to specification and underestimation of time taken to complete the work, £398 on new bulbs for the committee room and LEDs for the kitchen, and £23 for curtain hooks.

**19/64 Past Events**

Film Night: Rocket Man, shown on 18 October, was well attended.

**19/65 Future Events**

**Film Night:** Friday, 15<sup>th</sup> November, Fisherman's Friends. Licence for bar is in place, purchase of food and drinks is underway.

As in previous years, the committee agreed to fund raise at this event for the BBC's Children in Need appeal.

Future dates are as follows: Friday 13 December – Yesterday. Other dates 17 January, 21 February, 20 March & 17 April.

**Wilstone Live & Local:** Ivor and his Musical Mash will perform on 7<sup>th</sup> December 2019. The committee agreed that a donation from the bar proceeds would be made in favour of the Save our Shop appeal, along with all proceeds from the ticket sales.

**Elvis:** Due to perform on 31<sup>st</sup> January 2020. 50 tickets have been sold to date the remaining 30 tickets will go on sale in January. The event will be publicised at the intervening Film Nights.

**Cabaret Night:** The Wilstone Show Girls will headline an evening's entertainment on 14<sup>th</sup> March 2020. Plans are well underway.

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

**Minutes of the Wilstone Village Hall Committee Meeting held on  
11 November 2019 at 7.30pm in the Half Moon Pub.**

**19/66 Parking**

The committee will continue to work with CDC on a proposal for TRPC. Potential solutions discussed included rebuilding the garage and scout hut along Long Row, making them narrower but longer, and the use of a barrier.

To date, the committee has received one objection, from a local resident, to the proposed use of the recreational grounds for additional parking.

**19/67 Hall Lettings**

CR informed the committee that he would stand in for TS as point of contact for hall lettings in January.

**19/68 Any Other Business**

- Update on recruitment of Treasurer

Tessa Simmonds has kindly agreed to undertake the role of Treasurer and will shadow NW as of the New Year.

- Cleaning party for kitchen

IM agreed to lead the cleaning party for the kitchen, SR volunteered to help.

- Decorating party for foyer

PW and PK offered to paint the foyer in the same colours as the main hall.

- Christmas decorations including purchase of Christmas Tree

CR volunteered to go through the village hall's Christmas decorations and order a tree from Meads Farm Shop. The committee agreed that the hall should be decorated the weekend of 1st December as the Senior's Lunch will be held on 3rd December.

CR offered to check on rules regarding the festive decoration of a Polling Station.

- CCTV

The committee discussed the need for CCTV and agreed that it may not be necessary after all. PW and CR offered to investigate the cost just in case.

- Village Hall Insurance

NW informed the committee of the obligation to check on the condition of the flat roof on an annual basis. It was agreed that any such inspection should be noted in the minutes.

- Damp in the Ladies and Gents lavatories

The committee concluded that this was most likely a heating and ventilation issue; one that could be aided by the treatment and repainting of the walls. PW offered to look at low cost options to resolve it.

- Village Fete

Possible dates for next year's Village Fete are 7<sup>th</sup> or 14<sup>th</sup> June 2020.

**Minutes of the Wilstone Village Hall Committee Meeting held on  
11 November 2019 at 7.30pm in the Half Moon Pub.**

**19/69 Date of next meeting**

Monday, 13 January 2020 at 7:30pm, Half Moon Pub

**Summary of actions from this meeting.**

<b>Action points from 11 November 2019</b>	<b>Who</b>	<b>Status</b>
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	
19/45 Determine scope for change in covenant with HCC	CDC	
19/45 Provide a copy of T&C's for signature confirming agreement and place a copy in the hall itself.	CR	
19/53 Review hall hire prices once refurbishment is complete.	PW	
19/68 IM agreed to lead the cleaning party for the kitchen, SR volunteered to help	IM/SR	
19/68 PW and PK offered to paint the foyer in the same colours as the main hall.	PW/PK	
19/68 Order Christmas tree and go through the halls Christmas decorations. Hall to be decorated the weekend of 1st December as the Senior's Lunch will be held on 3rd December.	CR	
Check on rules regarding the festive decoration of a Polling Station.		
19/68 The committee discussed the need for CCTV and agreed that it may not be necessary after all. PW and CR agreed to investigate the cost just in case.	PW	
19/68 Inspection of flat roof to be documented in the minutes	AB	
19/68 Damp issues in the Ladies and Gents lavatories. PW offered to look at low cost options to resolve it.	PW	