

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

Minutes of a Meeting of the Committee of Little Weighton Village Hall
held on MONDAY 27 March 2023 at 2.00 pm

Present: Mr R Mann (Treasurer) Mrs P Campbell (Secretary), Mrs S Spinks (Chair), Mrs P Davison, Mrs S Copestake, Mrs L Hall, Mrs A Ringrose

	Action
1. Apologies for Absence: Mrs S Connor	Noted
2. Minutes of Previous Meeting held on 23 January 2023:	Noted, agreed and signed by Chairman
3. Matters Arising:	
3.1 Microphone	Agreed for RM to purchase in the region of £90.
3.2 First Aid Awareness Course PC has booked this for 24 April. The course is for 10 people for approx. 2 hours.	PC to publicise.
3.3 Introduction to IT Course No progress made to book a further course as the instructor has not come back to PC at this stage.	PC waiting to hear from instructor.
3.4 Flag Pole SS has been in touch with two companies. The company based in Hull are able to supply and fit a flag pole. RM again objected to the purchase on the basis of cost, insurance Implications and possible noise nuisance to neighbours.	SS to speak to the Hull company and get a full quote so that this can be discussed at the next meeting.
3.5 Brochure Inserts PC has prepared these and uploaded onto the website. A discussion was held regarding publicity and it was agreed that the brochures could be distributed to the Post Office, Croft Park Café, U3A clubs etc.	PC to email to U3A clubs. Hard copy to Croft Park and Post office if they are agreeable to display.
3.6 Event Posters PC has prepared these and they are on display in the village hall. The committee thanked PC for her hard work as these had taken some time to prepare and keep up to date.	PC to purchase some plastic holders for the brochures.
3.7 Solar Panels PD has submitted the information required and is now awaiting a reply to see if fitting these to the village hall would be a viable	Noted

option.	
<p>4. Treasurer's Report RM circulated the Treasurer's report. (See attached)</p> <p>RM informed the committee that he had now heard from Wilkin Chapman solicitors and the Land Registry have confirmed the work regarding land leased from the Parish Council on a 90 year lease for the ramps and pathway has been completed. There is no further charge for this.</p> <p>The Charity Commission have undertaken some updating and therefore trustees may receive an email regarding the new account which RM has transferred.</p> <p>RM had also prepared information regarding the coffee morning finances (see attached). A discussion was held and it was agreed that the proceeds from the coffee mornings (after expenditure has been deducted) will be paid into the village hall account. If at any time the coffee morning need to purchase new/replacement equipment this can be requested from the proceeds.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted and agreed.</p>
<p>5. Secretary's Report</p> <p>5.1 Bookings PC informed the committee that bookings for parties are healthy at the present time. There have been some enquiries from out of the area.</p>	<p>Continue to publicise through Facebook etc.</p>
<p>5.2 Website PC informed the committee that this takes up a lot of time. A discussion took place and it was agreed that RM and LH would look into this with a view to LH taking on part of the updating and maintenance of the website if it was not too complicated.</p>	<p>RM to arrange a meeting with the website designer and LH.</p>
<p>6. Coronation Arrangements SS, SC and LH held a meeting two weeks ago to discuss progress to date, this information was fed back to the committee.</p> <p>The stalls confirmed are: Ivan and Andrew – Help for Heroes – Tombola Friends of Little Weighton School – Stall contents tbc Church – Cake Stall Gardening Club – Plant Stall Village Hall – Pre-loved books, jigsaws, toys etc. Hearing Dogs for the Deaf – information stall – tbc Bowling Club will be asked by Audrey if they wish to have a stall.</p> <p>A publicity poster has been prepared and the content was agreed.</p> <p>A charge of £2.50 was agreed for the refreshments.</p> <p>It was agreed the Village Hall would open at 11.30 (SS to open up) so that stallholders could prepare their stalls.</p>	<p>SS to confirm with VoW Choir</p> <p>SC to order Coronation Celebration Cake and also to arrange purchase of 24 Ice-Cream tubs (to be stored in freezer), together with another cake(s). LH to bake scones, SC to source butter and jam for scones and coffee. SS to source tea, milk.</p> <p>RM to be available on the day to set up and play a repeat of the Coronation on the big screen.</p> <p>SC will man the refreshments with help when required from SS or PC/PD if not too busy on plant stall.</p>

<p>The stalls, tables and chairs etc will be set up by LH, SS and SC on Friday 5 May after the coffee morning if no bookings are made for Village Hall on the Sat/Sun. If bookings are made then set up will have to take place on the Monday morning.</p> <p>SS, SC and LH will decorate the village hall with bunting the week before the event.</p> <p>An application for grant monies has been submitted and the result of this application is due shortly.</p> <p>If there are any alterations to the above the committee will be Informed by email.</p>	<p>SC partner David hopefully to man the book stall if agreeable.</p> <p>SS to confirm with the Vicar re opening the event at 2 pm.</p> <p>SS to publicise the event using the posters agreed upon, Facebook etc.</p>
<p>7. Maintenance</p> <p>7.1 Heating Repairs to the heating system have now been carried out. The company carrying out the repairs offered a maintenance contract at £52 per month. RM proposed that any maintenance is paid for on a as and when basis.</p>	<p>Noted and agreed.</p>
<p>7.2 Fire Alarm There has been a problem with the emergency lighting. A full Service of the fire alarm system has now been carried out and a report received. A fire safety log book is also now available.</p> <p>A problem arising from the service was that on two of the windows fire alarm panels had curtains which covered these.</p>	<p>Caretaker to test the system monthly and record in the fire safety log book.</p> <p>PD to look at a solution for this.</p>
<p>7.3 Front Door The front door had displayed an error message. The door has now been fully serviced.</p>	<p>Noted.</p>
<p>7.4 Decorating The internal paintwork at the village hall now requires a refresh.</p>	<p>PC to ask caretaker if he would be willing to undertake this work.</p>
<p>7.5 Small round tables The committee thanked Andrew Campbell for fitting larger bolts to the small round tables after an incident when the table collapsed at a coffee morning.</p>	<p>Noted.</p>
<p>7.6 Folding wooden door The door is very stiff and difficult to use.</p>	<p>RM to ask Alan Collingwood to examine the doors and to make any adjustments which are necessary.</p>
<p>7.7 Car Park Lighting Sensors These are now all in working order.</p>	<p>Noted</p>
<p>8. Ripple Energy A discussion took place regarding the possible purchase of shares for the above company with the intention of receiving power at a lower cost in the future. RM had looked into this and felt it would be approximately 11 years before the village hall felt any benefit.</p>	<p>RM to look into the level of risk for the trustees and whether this is something that the Charity Commission would permit.</p> <p>Further information on the scheme to be provided at a later date.</p>
<p>9. Mangers The mangers have been planted up for spring by SC and her partner, David. Thanks were expressed.</p>	<p>Noted.</p>

<p>The mangers will be replanted towards the end of May with summer bedding. The issue of the time consuming watering of the mangers was discussed. It was agreed that an automatic watering system would be looked into.</p>	<p>PD to look into a watering system and report back.</p>
<p>10. Any Other Business SS raised the question of providing some high backed chairs with arm rests. Questions of storage were raised.</p>	<p>To be discussed at a further meeting.</p>
<p>11. Date of next meeting</p>	<p>Tuesday 23 May 7 p.m. at the Village Hall.</p>