

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

MINUTES OF A MEETING OF THE TRUSTEES
TUESDAY, 24TH APRIL 2018, 7.00 PM, HUNSLEY SUITE,
LITTLE WEIGHTON VILLAGE HALL

Present: Mrs B Catterall (Chairman), Mrs P Campbell (Secretary), Mrs M Harrison (Treasurer), Mrs P Davison, Mrs A Ringrose, Mrs S Spinks

1. Apologies for absence

Mr R Mann, Mr A McKenzie, Mrs C Pickering, Mrs A Kirby

2. Minutes of the previous meeting held on 19th March 2018

These were signed as a correct record, subject to the amendment of minute 4.10: change *The Gents* to *The Likely Lads*. It was suggested that future meetings start at 7.30 pm to allow those at work to attend. Agreed.

3. Matters arising from the minutes:

3.1. Brochure and Letterhead

Final version approved with minor amendments to the insert relating to hiring fees. Mr B Matthews to be asked to organise the printing of 2,500 copies of the brochure and inserts, plus 1000 letterheads and 1000 compliment slips. **Action: SS, PD**

3.2. Letter of thanks to Howdens

The Secretary has sent an e-mail to our contact at Howdens, enclosing a letter of thanks.

3.3. Damage to edge of kitchen worktop

In the above letter of thanks she had asked if we could purchase some extra edging strip, but no reply received. If no reply received soon, we will purchase metal edging strip.

3.4. Audio Visual System

Not discussed in the absence of RM

3.5. Support and Training

a) Hygiene course

AR to see if interest in a day time course at Beverley College can be organised for September. We need to get 12-15 people. The course can also be done on line, but this was not thought to be a good idea. **Action: AR**

b) CERT marketing course

PD and PC had attended this full day course but subsequently had not had time to review points learned.

c) First aid course

SS to try to arrange for Tuesday, 5th June in the evening, lasting 3 hours.

Twelve people maximum are allowed on the course and so far 6 people have put their names forward. Cost will be £220 plus £27.90 travel. SS to design a poster. PC to write to the Parish Council to see when the defibrillator is going to be moved. **Action: SS, PC**

3.6. Snagging list

Kick boards have now been fixed to the store room doors and the hole in the roof mended. BC to contact Houltons about the items still remaining:

a) Water on the front path – there are 2 distinct puddles which need draining as they get icy in winter.

b) The small part of the fire escape door is almost impossible to open. RF has

advised that they cannot be adjusted but will ease with time. We still wish to recall the door fitters as one of the panes of glass in the small door is cracked, possibly because of the strain of opening and shutting it.

- c) The back kitchen door will not open, either with a key from the outside or from the thumb turn screw on the inside. This needs to be fixed urgently as it is a fire escape.
- d) The Gents toilet door and the ladies toilet door next to it both stick so that a small child could get trapped,
- e) Where the cream wall paint has been touched up, it is a different colour to the original paint.

Action: BC

3.7. Extras for stage

These items will be arriving on 23rd May.

3.8. Hole in the roof

Fixed.

3.9. Accountant

For further research. The bill is likely to be large this year because of the large turnover of the Lottery monies. PC read out a statement from ERVAS, saying that they have not won the contract with East Riding Council to provide support to the voluntary and community sector from 1st May 2018. As they have a reduced income of 65% they are going to review their services. However, they have said that Community Accountancy will continue. However we were not happy with the service as they had taken too long to produce the accounts.

Action: MH

3.10. Gardening

a) Planting

Hundreds of plants were donated by Colletta and Tysons and planted up by volunteers from the committee, the Parish Council, the Gardeners Club and villagers. The area will be weeded by Steve Hoyles who has been contracted for 2 hours once a fortnight to weed and mow the grass. SS to put an article about the gardening in the Cottingham Times.

Action: SS

b) Mangers

Mr K Davison has screwed 6 mangers to the front garden wall. PD to ask if Colletta and Tysons could provide enough trailing perlargoniums for these, or we will purchase out of funds donated from the Open Gardens. PC to plant. PD pointed out that KD had also done some other jobs such as fixing a towel holder in the Hunsley Suite and that an odd job man will be required in the future.

Action: PD, PC

c) Tarmac to car park

Work is now in progress.

3.11. Three tenors

There will be only 2 tenors: Leroy and Martin. They are coming on October 4 and will charge £200. It was decided to charge £10 for tickets. Publicity to be finalised at the next meeting. PD to contact them to see if they have posters.

Action: PD

3.12. The Likely Lads

A concert to be arranged for 2nd June, 7.30pm. Instead of a fee they would like 15 free rehearsal sessions (@£10 per session. Agreed. Tickets £8, bring your own wine and nibbles. 70 people round the small tables. Raffle. MH to ask Alan and Ian to do the posters. BC to make the tickets. PC to give her suitable card.

Action: MH, BC, PC

- 3.13. David Remblance: Guitarist who does Buddy Holly, Johnny Cash and Elvis numbers. See The Bootleg Buddy website. Booked for 1st December. Fee £200. 70 people round a dance floor. Tickets £10. Bring your own wine and nibbles. Raffle.

3.14. Zero to Zero: photographer Andrew Chandler

He has been booked for August bank holiday weekend: he will hang 6 framed pictures on the walls for a few weeks beforehand. Then he will set up on Friday and give a free talk on the Friday evening. Charge for talk £3, proceeds to come to Village Hall. He will sell photos and cards and run a raffle to which he will get the proceeds. We will do teas and take the profits.

3.15. Meeting for volunteers

No progress

3.16. Strawberry tea 24th June

To discuss at the next meeting.

3.17. Fire Risk Assessment (summary enclosed)

PC to ask hirers to show people where the fire doors are at every session. This to be included in information for users. **Action: PC**

3.18. Information for users (enclosed)

This was approved with the addition of 3.17 above.

4. Treasurer's report

- 4.1. The current account stands at £1554.95, petty cash at £23.99 and Fund Raising Account at £12,093.08. The current account is low because we are still awaiting a claim from Big Lottery of £5230.63. The TSB bank are currently experiencing software problems and the Big Lottery are being reorganised.
- 4.2. We shall need to order oil shortly.
- 4.3. A grant to cover insurance has been received from the Parish Council.

5. Secretary's Report

5.1. Yoga teacher

She has found alternative accommodation in Willerby

6. Big Lottery Budget

Nothing Further

7. Health and Safety

7.1. Risk Assessment

PC has not finished typing these up. **Action: PC**

7.2. Disposal of Food waste

Discarded food was tipped into an open-topped bin containing leaves, which PC had to dispose of. MH to enquire of East Riding Council if we could have a kitchen caddy and brown bin. **Action: MH**

8. Any Other Business

8.1. The oak notice board

This has been erected next to the front steps. We do not yet have a key. BC to enquire of Alan Collingwood. PC to put a list of forthcoming events in it. **Action: PC, BC**

8.2. Caretaker

To advertise for one once we have leaflets printed.

8.3. Hosepipe

BC to look online for a 50m long hosepipe to water the new plants and mangers. **Action: BC**

8.4. Flipchart

We have advertised in the brochure that we have one – we will get one when required.

8.5. Trees for Queens Commonwealth Forest

SS has been offered 5 native trees and a plaque, to arrive in October. The committee felt that there was not enough room. She will offer them to the Playing Fields.

Action: SS

9. Date of Next Meeting

Tuesday 15th May, 7.30 pm