

**LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST**  
**Charity Reference Number 523266**

**MINUTES OF A MEETING HELD ON**  
**TUESDAY 31ST JULY 2018, 7.30 PM**  
**Hunsley Suite, Little Weighton Village Hall**

Present: Mrs B Catterall (Chairman), Mrs P Campbell (Secretary), Mrs P Davison,  
Mrs S Spinks, Mrs A Ringrose, Mr R Mann

1. Apologies for Absence  
Mrs S Jackson, Mr A McKenzie, Mrs C Pickering, Mrs A Kirby, Mrs M Harrison
2. Minutes of the previous meeting held on 18<sup>th</sup> June 2018  
These were signed as a correct record.
3. Matters arising from the minutes
  - 3.1. Brochure and Letterhead  
PC to let MH and BC have electronic letterhead. **Action: PC**
  - 3.2. Hygiene Course  
AR reported that she had asked numerous people but few were interested. It was decided to abandon this idea.
  - 3.3. Defibrillator  
The defibrillator will be moved from the Black Horse public house to the front wall of the Hall on Thursday 16<sup>th</sup> August. PC to liaise with the Parish Council. **Action: PC**
  - 3.4. Snagging List
    - a) Water on the front path: BC has raised this with Houlton's who said that a drain would be a hazard. The Committee disagreed with this view. BC to contact them again. **Action: BC**
    - b) Fire Escape door: broken window pane  
BC to mention to Houlton's as it was felt that the window broke because of the tension the door is under. **Action: BC**
    - c) Frogs  
Houltons have said that nothing can be done as it is unclear how they are getting in.
    - d) Hearing Loop  
A Campbell has borrowed a hearing loop tester from Swanland U3A and has discovered that the hearing loop does not work. To be added to the snagging list. **Action: BC**
  - 3.5. Accountant  
Rebecca Dymond Jackson will be unable to do the accounts this year as the budget will be over £500,000. It was agreed to make enquiries of Juliet Jennings and Diane Chilton in Skidby. **Action: BC**
  - 3.6. Gardener  
PC has reminded Steve Hoyles that he has not submitted an invoice. SH has spread some mulch. More required for front bed behind the hedge. The large sycamore stump has sprouted vigorous stems which are now obscuring the Village Hall sign. RM wondered whether this was Houlton's responsibility as we had requested that the stump be removed but we were persuaded to keep it. *Subsequently agreed that RM would cut the stems half back and PC would spray with glyphosate.*

### 3.7. Volunteers

Following an appeal in The Beacon, one volunteer, Tracey Carr, had come forward and has agreed to help with refreshments at the forthcoming Zero to Zero exhibition.

### 3.8. Kitchen Caddy

Now in place. PC to make a sign urging users to put food waste in it and then take it home with them. **Action: PC**

### 3.9. Caretaker

3.10. Following an advertisement in The Beacon, Simon Turner has come forward and has already started work. PC has given him a front door key, master key and key to cupboard 1 and has shown him around. He will check the fire alarms and emergency lighting regularly. It was suggested he might be prepared to rub down and paint the large green gate to the car park. PC to ask him. **Action: PC**

### 3.11. First Aid Course for young mothers

SS has asked Tina Martin, who has offered 4 different courses. The Committee chose a 2-hour baby & child resuscitation course costing £150 + £3.00 per person for the first aid book. Saturday 10<sup>th</sup> November will be kept free for this. We would need to attract 12 people at £25 in order to run this. **Action: SS**

## 4. Treasurer's Report

The current account balance stands at £1,124.81, petty cash at £18.80, Fund Raising account at £12,843.06. The Lottery Account Balance stands at £25,179.47. We received a grant from the Big Lottery on 13/7/18 of £19,202, £4,760 of which was transferred to the Fundraising Account to replace payments made from the account to suppliers/contractors. The amount outstanding in the Lottery Account includes £12,000 which is the final amount we need to pay Houlton's, £10,000 which was paid into the account by Big Lottery on 29/7/17 (reason not known and should not be spent at the moment) and a further amount of £3,179.47 not allocated to anything specific. The alterations to the car park have been paid for by the Big Lottery.

## 5. Weddings

We need to advertise more to attract weddings. SS suggested Beverley Register Office, The Journal, Beverley Advertiser, The Cottingham Times, Beverley Town Newsletter, Yorkshire Life and wedding fairs. It was agreed that we could use some of the refurbishment fund to pay for advertisements. We should ask hirers what facilities they require. The basic price of £150 covers only the venue, cutlery and crockery, not bar staff or table cloths etc. We could suggest caterers such as Jenny Winn in Gilberdyke.

## 6. Secretary's Report

6.1. There are only 2 parties booked for August. A party was booked at the last minute last Sunday by somebody who found us on the internet.

6.2. PC has received a form from the Returning Officer at East Riding Council asking to book the hall for elections on 2<sup>nd</sup> May 2019. PC was unsure how much to charge. They would need the hall from 6.30 am to 10.30 pm which was felt to be 4 sessions. They will use the Hunsley Suite and the Rowley room which would therefore be 4 x £22 = £88. PC to ask Diane Chilton in Skidby how much they charge and RM will ask Anlaby. The form has to be returned by 24<sup>th</sup> August.

**Action: PC, RM**

7. Zero to Zero Photography Exhibition and Talk, Friday 24<sup>th</sup> to Monday 27<sup>th</sup>

7.1. Setting Up

Andrew Chandler had mentioned that he would get a friend to help. Simon Turner and PC are also available to help if required.

7.2. Tickets

Tickets are on sale in the shop. PD will man the door.

7.3. Publicity

400 flyers have been received and were handed out for delivery on 11<sup>th</sup> or 12<sup>th</sup> of August. Additional supplies available from PC. PC has put it in What's On Hull and in the Arts Development website and will publicise on Facebook and Next Door Rowley. She will place paper posters in the village and surroundings and libraries.

**Action:**

**all**

7.4. Rota for refreshments

A rota was passed around. PC will try and get others to fill the blanks. Tea and cake £2.00. All offers of cakes gratefully received.

7.5. Taking Down

To check with Andrew Chandler. Simon Turner not available.

8. Two Tenors, 1<sup>st</sup> September

8.1. Publicity

- a) Unfortunately the original date of 4<sup>th</sup> October was publicised in The Beacon instead of the new date of 1<sup>st</sup> September. The Committee admired the page of publicity in the Beacon and it was agreed that we should continue this for every edition if possible. The Likely Lads concert was also left out, but it was hoped that it would be included in the next issue.

**Action: SS**

- b) Posters have been placed around the village but have faded. PC will replace them.

**Action:**

**PC**

- c) It was agreed to get flyers printed. PC to organise. SS felt that it would be better to deliver these a week after the Zero to Zero ones.
- d) The event has been publicised in What's On Hull and the Art Scene, the website, Facebook and Next Door Rowley, Skidby, Walkington etc.
- e) It was thought that 29 tickets have been sold so far. Maximum 70 people.

**Action: PC**

8.2. Round tables

3 new tables have been purchased and erected by A Campbell who reported that some of the original tables have not been assembled correctly.

8.3. Lights

They will bring their own lights and speakers. They want the stage.

8.4. Help Required on Friday 31<sup>st</sup> to set up

Meet at the hall at 2.00 pm.

**Action: all**

8.5. The Performers

They will arrive at 6.00 pm on the Saturday. They will start with opera then have an interval where they would like some light refreshments and then follow with a session of lighter music. PC gave her apologies.

**Action: PD**

8.6. Raffle

It was agreed to have a raffle in the interval. All to bring items.

**Action: all**

8.7. Taking down

Not discussed.

9. Open Studios  
This will take place over 2 weekends 14/15<sup>th</sup> and 22<sup>nd</sup>/23<sup>rd</sup> September. This will be run by the participants – 8 artists from the Tuesday watercolour class, including PD and PC. Paintings will be locked in the small room in the Hunsley Suite in the intervening weekdays.
  
10. Health and Safety  
Nothing to discuss.
  
11. Any Other Business
  - 11.1. Cleaner  
Alison Raper has given 4 weeks notice after many years of valued service. PC will draft an advert to put on Facebook and noticeboards. **Action: PC**
  - 11.2. Advertising for more parties  
SS suggested trying to get more Christmas parties, office parties and school parties. **Action: SS**
  
12. Date of Next Meeting  
2<sup>nd</sup> October, 7.30 pm, Hunsley Suite.