

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

MINUTES OF A MEETING OF THE TRUSTEES held on TUESDAY
9TH JANUARY 2018
7.00 pm in the Hunsley Suite

Present: Mrs B Catterall (Chair), Mrs P Campbell (Secretary), Mrs P Davison (Vice-Chair), Mr R Mann, Mrs A Ringrose, Mr A McKenzie, Mrs S Spinks, Mrs A Kirby, Mrs S Jackson

1. Apologies for absence

Mrs M Harrison, Mrs C Pickering. The Committee welcomed Mrs Jackson as a representative of the Voices of Weighton choir.

2. Minutes of the Previous meeting held on 13th December 2017

These were signed by the Chairman as a correct record.

3. Matters Arising from the minutes

3.1. Audio Visual System: RM to resend the e-mail he sent to the suppliers as he has had no reply. **Action: RM**

3.2. Broadband: Andrew Campbell has suggested that, instead of installing broadband for £56 a month plus one off fee of £194, we get a "MiFi" system whereby you get a router that connects to the 4G mobile service instead of a wired connection. This would give up to 16 or 32 simultaneous connections. The cost would be £60 for the router plus £24 per month or a 12 month contract at £24 plus free router. You would only get 40Gb. **For further discussion.**

3.3. Support and Training

a) Hygiene Course: A course is available from Hull College. A minimum of 12 people required. They would probably come to the hall. PC and AK volunteered to attend. AR to ask coffee morning. AR to book, preferably on a Thursday. When a date is known PC will publicise it. **Action: AR, PC**

b) AV system: awaiting completion of the system.

c) AMcK suggested training in business planning, promotion and websites. A training plan needs to be developed. The funding is limited to within one year of the grant approval. BC to ring our webmaster. **Action: AMcK, BC**

3.4. Dishwasher: a new water softener has been sent and the engineer is coming to fit it tomorrow. Concern was expressed that the dishwasher itself might be damaged. Several people required to make sure that the dishwasher is working satisfactorily.

3.5. Keyboard: ordered

3.6. Removal of old stage from the Playing Field: SS reported that the stage was still in the storage unit at the Playing Field but might be removed to a farm. PC said that several people had expressed interest and she had referred them to SS. One of these were Cave Players. SS to make further investigations.

Action: SS

3.7. Letterbox: RM will relocate it if not done by Houlton's.

Action: RM

3.8. Railings: still not done.

3.9. Exterior Lights: the committee went outside to inspect the lighting.

Downlighters were agreed to replace the existing round lights on the front and side of the building. The existing round light by the kitchen door to remain. Bulkhead lights to be attached to the bottom of the front steps, the ramps and

- the bottom of the back steps. Bulkhead lights to be attached to alternate wooden posts of the existing fence in the car park. PIR switches to be installed at the top and bottom of the ramp, the entrance to the car park and the top of the back steps. Electricity supply to be taken from the car park lights. Pole lights to remain but switched off. Neighbours to be consulted on these proposals. RM to contact his electrician, who could start as early as 15th January. He will also check with Houltons whether employing our own electrician would invalidate the warranty for the whole of the electrical system. We would buy the lights and the electrician would supply the armoured cable and switches. **Action: RM**
- 3.10. Exterior Signs: PD brought the big sign and 2 small ones for the footpath. RM and KD will put up. **Action: RM, KD**
- 3.11. Exterior Notice Board: BC to see Alan Collingwood tomorrow. **Action: BC**
- 3.12. 200 Club: RM brought a form for PC and MH to sign so that KM can have full access to the bank account to check on who has paid this year. There are not enough people to pay out a fixed amount every month. More participants needed.
- 3.13. Brochure: RM has produced a rough mock-up. 250 copies can be printed on line for £107. RM to consult Ben Matthews. SJ wondered whether this could be a school project but it was felt that this was now urgent. **Action: RM**
- 3.14. Snagging List: no progress since last meeting. RM to bring up with RG. The cleaner has pointed out that the filler around the door frame in the Hunsley Suite has fallen out. The basin plughole in the ambulant toilet is corroded. She had also pointed out that the second window in the Weighton Room has a large gap, but this is an existing fault. **Action: RM**
- 3.15. Frost Thermostat: no progress. AMcK to send PC details of the Hive system. **Action: AMcK**
- 3.16. Extras for stage: we need 3 more stage units, guard rails and backdrop curtain. **Action: RM**
- 3.17. Planting: PC has drawn up a list of suitable plants and has yet to work out quantities. She suggested giving this list to Guy Clapham to price. Planning permission has now been obtained for the 4 trees to be planted in front of the ramp. The Parish Council had noted our desire to do something for the Tour de Yorkshire in May and have suggested setting up a joint working party to a) discuss refreshments, perhaps in the Parish Council's marquee on the green and b) the planting of the Parish Council's area in front of the ramp. PC, BC, AR and PD volunteered. **Action: PC**
- 3.18. Rates: the rateable value has been set at £1760 which we do not have to pay.
- 3.19. Three Tenors: for further discussion. **Action: PD**
- 3.20. White Board: we were given a free sample from Supplies. PC to put it on the serving hatch. **Action: PC**
4. Caretaker Duties: PC to liaise with Alison Raper when the chairs and tables need to be put out. A list of duties was tabled. **Action: PC**
5. Secretary's Report
- 5.1. Library: an engineer will call on Thursday morning to complete connections for the library van.
- 5.2. Morleys have sent a bill for the 2 sample chairs we received but then sent a credit note when informed that these chairs had been returned to Morleys when the 100 chairs were delivered.

5.3. A pest control officer has visited twice to put bait in the loft following a report by the library engineer that there was “something large” in the loft. No bait has been taken but it was noticed that there is a gap in the roofing felt where the main roof joins the steeper lobby roof and there is an old bird’s nest on the roof beam. RF has been informed. AMcK to see if it would be better to obtain a local builder. The pest control officer recommended that a) wire netting be put up the drainpipe b) overhanging foliage from no. 19 be cut back c) all air bricks be covered with mouse-proof mesh. We will add air brick covers to the snagging list as they are in any case getting full of leaves and are a trip hazard.

5.4. PC has publicised the possibility of a T’ai Chi class. 19 people have responded so she will contact the tutor to see if she is willing to start.

Action: PC

5.5. Several parties have been booked.

6. Any Other Business

The Grasscrete blocks in the car park are covered in mud and need scraping. To be added to the snagging list.

7. Date of Next meeting

Tuesday 20th February, 7.00 pm, Hunsley Suite, Little Weighton Village Hall.