

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

**Minutes of a meeting of the Trustees**  
**held on Wednesday 13<sup>th</sup> September 2017**  
**7.00 pm, 41 Potterdale Drive**

Present: Mrs B Catterall (Chairman), Mrs M Harrison (Treasurer), Mrs P Campbell (Secretary and Bookings Secretary), Mrs P Davison, Mrs A Kirby, Mr R Mann

1. Apologies for Absence

Mrs A Ringrose, Mrs S Spinks

2. Minutes of the Previous Meeting held on 2<sup>nd</sup> August 2017

These were signed as a correct record.

3. Matters arising from the minutes

3.1. Draft letter to potential users of the multi-purpose room: awaited.

**Action: SS**

3.2. Kitchen Units – samples received: the cupboards will be shiny white and the worktops speckled black. We tried to change the colour of the worktops but we have to have what we are given by Howdens.

3.3. Vinyls, Carpets, Paint and tiles: we have returned the samples lent to us by the builders and have chosen Tessera Teviot carpet tiles in colour 135 Everglade in the entrance lobby and the foyer to the multi-purpose room and Polyflor Polysafe Verona in Freshmint 5209 heavy duty safety floor for all other non-wood areas. We have also chosen Dulux Watercolour Green for the long walls in the hall and left hand wall in the lobby, all other walls in Dulux Morning Light, ceilings in white and woodwork in white. We have upgraded to Diamond paint which is very tough and washable at an extra cost of £400. Tiles will be Johnson's 0906 which is a bluey green. We have chosen "soft white" for the folding doors.

3.4. Trees: no further action until disabled ramp built. It is a condition of Planning Permission that we replace 4 trees.

3.5. Chairs and Trolleys: since the last meeting all the Trustees have had an opportunity to sit on some sample chairs and had overwhelmingly chosen folding chairs with a shell-shaped (Comfort) back and wipe clean fabric on a padded seat in the blue colour way. They compared quotes and Principal Furniture was £1458 cheaper than Supplies so it was agreed to order from them. At the site meeting we had been informed that they are going to widen the doors to the store room and hall to accommodate our chosen trolleys. We therefore had a choice of: a) trolleys holding 2 rows of 36 chairs at £846 for 3; or (b) trolleys holding 3 rows of 54 chairs at £646 for 2; or c) smaller trolleys holding 20 chairs at £1416 for 5. MH had reservations about the larger trolley, fearing it might be too heavy to manoeuvre but it was agreed to purchase option b), the larger trolley, from Principal Furniture. PC to ring the company and ask them by what date they need to be ordered for delivery in the first week in

November and also to ask if they need to be assembled.

**Action: PC**

3.6. Curtains: the fabric we have already purchased came in assorted lengths so PD has measured and cut out the fabric to make sure we have enough for the glass doors in the hall and also the multi-purpose room as well as the hall windows as already planned. Extra lining will be required. The cost for making up the curtains will now be more like £1000 instead of £727. PD was also concerned that small windows in the internal connecting doors would need to be covered when we wanted to black out the hall, but RM advised that the new projector would be powerful enough to work in daylight. PD to be informed by the Site Manager as soon as he knows how high the radiators will be so that she can get the curtains made as soon as possible. Changes have had to be made to the configuration of the folding door as a result of the Building Inspector's requirements. When open, the folding doors will now partly obscure one of the windows and curtain poles would project too far from the wall. Slimline plastic tracks therefore recommended. We also need pull rods for opening and closing the curtains to stop them getting fingerprints. PD to investigate. **Action: PD**

3.7. Projector and Screen: RM had obtained two quotes and it was agreed to buy from Inspire Audio Visual a BenQ ceiling mounted projector, an electrically operated wall mounted screen 2.5m x 1.6m, ceiling mounted speaker system with amplifier in small cabinet in floor corner, wireless microphone, Blu Ray/DVD player, low level controls. This will cost approximately £3,800. RM said that it was not advisable to include Wi-Fi in this system because if there was no signal, nothing would work. **Action: RM**

3.8. Stump Grinding: at Site Meeting 4 we were persuaded that it would be satisfactory not to grind out the two large sycamore tree stumps to the front of the hall.

#### 4. Treasurer's report

The current Account stands at £1805.89, Petty Cash £31.80 and Fund Raising Account £15,508.35. We have recently received £100 from Brenda and Martin Burgess which was collected on the occasion of their wedding. There is currently £341,443 of the Big Lottery grant still to be spent, including a £27,000 contingency. The oil tank will need filling soon so that they can check the heating. The 200 Club has made £1600 so far and is going for audit next week.

#### 5. Report from Site Meeting

Received.

5.1. PC to ring the Library Service to tell them that we wish to have their IT equipment in the store room and ask how big it will be. She should ask if we can use their Wi-Fi.

5.2. Sanding of hall floor: this is not included in the specification. BC to ring Richard Guymer to ask if they could sand the floor before handover. Clear varnish preferred. Otherwise we are going to have to organise this as the first thing we do when we move into the hall as the present state of the floor would let down the overall impression. **Action: BC**

#### 6. Other Items to purchase

6.1. Crockery and cutlery: we have decided to order 100 cereal bowls as well as plates and cups already chosen. Now likely to cost £1120. We do not wish to

retain the old cutlery, although it could be useful for outside catering events.

6.2. Health and Safety Notices: PC to order any required which are required and to work out much room they will take. **Action: PC**

6.3. Noticeboards: we should have a big one on ramp wall up to the kitchen for health and safety notices, minutes, licence certificate, insurance, Chubb inspections etc. We should have a smaller one with glass doors in the corner by the cleaner's cupboard to advertise "What's On" items. PC to ask site manager if the notice boards will fit in and if he would put them up, so we need to buy them soon. **Action: PC**

6.4. Everyday tablecloths and tea towels: we need some 52" square tablecloths for the 6 small tables we have. We also need some new tea towels. MH to source. **Action: MH**

6.5. Soap dispensers and paper towel holders: PC to order a Nisbetts catalogue and source soap dispensers. **Action: PC**

6.6. Dishwasher: might cost £1800. No particular model chosen as yet. **For further discussion**

6.7. Bistro tables: we have thrown away the chipboard tables we used for "wine and nibbles" evenings. A quote for 12 flip top bistro tables has been obtained from Supplies at £801 but it was decided to delay purchase until we know how much money we have left.

6.8. Any Other Items: none

6.9. Rough Estimate of how much we have earmarked to spend so far:

| Item                      | Approx cost inc VAT |
|---------------------------|---------------------|
| Chairs and Trolleys       | £3,120.00           |
| Audio Visual              | £3,800.00           |
| Crockery and cutlery      | £1,120.00           |
| Curtain making and tracks | £1,527.00           |
| Dishwasher                | £1,800.00           |
| <b>Total</b>              | <b>£11,367.00</b>   |

## 7. Opening Party

The handover date has now been put back a week to October 27<sup>th</sup>, so it was agreed to aim for Sunday 26<sup>th</sup> November. **For further discussion**. It was also agreed that there be no Christmas Fair this year.

## 8. Any Other Business

8.1. PD suggested that the various halls have a proper name rather than Hall 1, Hall 2 etc. It was agreed as follows:

| Name on Plan | New Name |
|--------------|----------|
|--------------|----------|

|   |                   |
|---|-------------------|
| Hall 1 (the larger one with projector and screen) | The Weighton Room |
| Hall 2 (the one with the serving hatch)           | The Rowley Room   |
| Multi-purpose room                                | The Hunsley Suite |
| Foyer to multi-purpose room                       |                   |

### 8.2. Hiring Charges

At the April meeting it had been agreed to charge £12 per session for Hall 1, also for Hall 2 and £12 for both halls. PC said this would not work as people would book both. She has already quoted £12 to David Thomas for his art class which is currently paying £17.50 for the large hall in Skidby. Keep Fit and Dog Training would also require both halls. It was agreed to charge the following, although PC warned that this would mean that previous users might not return from Skidby:

| Room                               | Charge per session (morning, afternoon or evening) |
|------------------------------------|--|
| The Weighton Room                  | £15 including use of kitchen                       |
| The Rowley Room                    | £12 including use of kitchen                       |
| Weighton and Rowley combined       | £20 including use of kitchen                       |
| Hunsley Suite                      | £10 plus kettle                                    |
| Weddings                           | £150 including clearing up the day after           |
| Adult parties and private concerts | £50.00   |
| Children's parties                 | £30.00   |

8.3. The Voices of Weighton have booked for the weekend 7-10<sup>th</sup> December and there is a private concert booked for 16<sup>th</sup> December. RM said there might be a monthly or fortnightly Tuesday evening booking forthcoming.

8.4. PC to contact the Fire Department to see if they wish to make an inspection to advise on siting of fire extinguishers and assembly points etc. We shall also contact Chubb to reinstall the fire extinguishers as the wall mounting brackets have now gone. **Action: PC**

### 9. Date of Next Meeting

9<sup>th</sup> October, 7.00 pm 41 Potterdale Drive. Any urgent business before then to be conducted by e-mail.