

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

MINUTES OF A MEETING OF THE TRUSTEES
Held on TUESDAY 20TH FEBRUARY 2018
7.00 pm Hunsley Suite, Little Weighton Village Hall

Present: Mrs B Catterall (Chair), Mrs M Harrison (Treasurer), Mrs P Campbell (Secretary), Mrs P Davison, Mr R Mann, Mrs A Ringrose, Mrs S Jackson

In attendance: Mr B Matthews for item 1.

1. Brochure and Letterhead

Mr Matthews brought a draft copy of a brochure and a new letterhead he had designed. These were warmly welcomed. The leaflet is designed to be one sheet of A4 paper folded into 3 to fit into most leaflet holders. These use the Futura font, as BM has hundreds of different fonts. He recommended using a sans serif font for any correspondence as it looked more modern. Various suggestions were made, including showing the location of the hall in relation to Skidby and Walkington. Any comments should be fed back to RM. PC to proof read it. This uses only 2 colours to save costs. New photos need to be taken and will probably need to be posed. Choir rehearsals suggested as they have young people. Mr Matthews recommended using a Wordpress site for a new website and would help us get started. RM volunteered to run it. Karoo gives 50 Mb. **For further discussion.**

Action: RM, PC, BM

Mr Matthews then left the meeting

2. Apologies for Absence

Mr A McKenzie. Also absent: Mrs C Pickering, Mrs S Spnks, Mrs A Kirby.

3. Minutes of the previous meeting held on 9th January 2018

Signed as a correct record.

4. Matters arising from the Minutes

4.1. A letter of thanks to be sent to Howdens.

Action: PC

4.2. Audio Visual System: all paid and working. Mr A Campbell has ordered various leads to enable various devices to be plugged in. Once in place we will invite a representative from each organisation to learn how to use it. SS and Mr W Jennings brought along 4 Drama Group speakers which worked well and are now in the store cupboard. The Drama Group's microphone does not work very well so SS took that home. AC is checking with Mr Sorsby on Thursday afternoon to see if Apple Macs will work with the system. (answer: no)

Action: RM

4.3. Broadband: RM suggested that we try the wi-fi system recommended by AC for £20 a month and review after 1 year. RM to liaise with AC.

Action: RM

4.4. Support and Training

a) **Hygiene Course:** AR reported that they are trying to find a tutor to come to the hall. Otherwise we could go to the college.

Action: AR

b) **AV System:** RM to ask company who supplied it to run a course once all leads obtained.

Action: RM

c) **HEY 100:** BC to organise.

Action: BC

d) **Business Planning, promotion and websites:** SJ suggested contacting

Cottingham High School if someone was doing a project. We need to use more social media such as Instagram. We need new Trustees versed in modern social media.

e) First Aid Course: Eileen Drew has now retired from the St John's ambulance. **For further discussion**

4.5. Dishwasher: this now works. BC had contacted the manufacturers to enquire about how often the water softener salt should be replenished. They had replied that a service engineer should attend every 6 months at a cost of £160.

4.6. Keyboard: now assembled. The choir will be using it every Thursday at 7.00 pm. It should be stored in the store room when not in use. The cables are in the store cupboard no. 1 in the Hunsley Suite and PC will get more keys cut for SJ and BC.

Action: PC

4.7. Removal of Old Stage from Playing Field: this is now a matter between SS and the Parish Council.

Action: SS

4.8. Letterbox: now moved. PC and RM have keys and RM will check it in PC's absence. SJ suggested getting a key safe, but security concerns were expressed.

4.9. Railings: done

4.10. Exterior Lights: now installed and very satisfactory. RM was thanked for all his hard work. It has been planned to retain the existing round light at the back door but it was still too bright and the neighbours were unhappy so RM substituted a spare bulk head light. One tall light on a pole by the ramp remains and cannot be seen by the neighbours. It was unclear whether these extra costs could be funded through the Big Lottery scheme as "additional extra lighting". There are armoured cables in the front raised flower bed attached to the inside of the retaining wall and between the oil tank and the back steps. RM suggested a line of paving slabs be laid on the earth at the back.

4.11. Exterior Signs: done.

4.12. Exterior Notice Board: ordered from Alan Collingwood. It will be positioned at the very foot of the front steps, screwed into the wall. Accordingly, 50 cm of hedge will have to be cut back to accommodate this. RM suggested that there needed to be a restraint on the glass doors so that they do not swing back and shatter.

4.13. 200 Club:

Karen Mann sent the following report:

- Paid up members: 105, majority paid by cheque despite efforts to encourage S.O. (many older people prefer cheque method) so will have to re-contact just before individual's anniversary.
- Telephoned almost all previous members.
- Posted just over 100 information notes + application forms to people not previously members two weeks ago: Potterdale, The Close, Walkington Road, Southwold, Northview & Brackenwoods, (rather disappointing response up to now - only 4% success rate).
- £600 was paid into the village hall account from the 200 club at the end of January; making a total of £1600 for the village hall over a 2 year period.
- Would any committee members participating as users of the hall please encourage other users to join the 200 club. It is for the benefit of the community, especially users of the hall. Subscribers have 12 opportunities a year to win cash prizes BUT **"You can't win it, if you're NOT in it!"**.
- I am sending a short information sheet attached to application forms which with the committees' permission could be kept at the hall and given to prospective joiners.
- After almost 3 months of mistakes from HSBC I have now been accepted as signatory for the account, all correspondence is now arriving at my address and I can access internet banking for the account.

- Just over a week ago I received a letter from HSBC H.O. saying that they had been unable to complete a SO from the account to Winchester City Fund as it had not been completed correctly. I thought this most strange as I did not believe any SO were going from the account. I tried to rectify this by telephone but was unable to do so and so went into the branch. I was shown a copy of the SO application with our account details for £275 but signed by only one person: difficult to read the signature but certainly not any of ours. I have had the SO stopped and it was reported as possible fraud. Matter is now closed.
- The village shop and its staff has been extremely helpful and supportive in holding application forms and helping with the monthly draw. The Croft café have also offered to publicise the 200 club.

4.14. Snagging List

Various items have been added to the original list. Outstanding items are kick plates on doors, provide Health and Safety file; filler round door of Hunsley Suite; puddles on front path; emergency fire exit door and other doors too stiff to open; car park muddy. The car park will be cleaned at the end of March. **Action: BC**

4.15. Frost Thermostat: PC has been monitoring the maximum and minimum temperatures and has found that the temperature had not fallen below 6⁰C, so a thermostat not required.

4.16. Extras for Stage: RM to order. **Action: RM**

4.17. Three Tenors: they are still interested. PD to ask them for either late spring or early autumn. **Action: PD**

4.18. Pest Control and gap in roofing felt: the pest control officer has been twice out of a promised 3 visits. The bait has not been taken. He said he would leave it for a while. The committee felt that Houlton's should have mended the hole in the roof when they were in the roof doing other jobs. BC to contact RG. **Action: BC**

4.19. T'ai Chi Class: there had been quite a lot of interest expressed but not enough on any one session to make it worthwhile for the tutor. The tutor had said that £20 for 1 hour was too much.

5. Chairman's report: to be included on Annual General Meeting agendas only.

6. Treasurer's report

6.1. The current account stands at £3,663.55, petty cash at £45.43 and the Fund Raising Account Balance at £12,495.42. There remains £15,766.06 of the big lottery grant. PD has still not been paid for the picture hanging system. The Big Lottery are undergoing a major reorganisation and it has been difficult to speak to anyone. AM to be asked if he can assist. Invoices for the trees and the tree planting have been passed to MH. **Action: MH, AMcK**

6.2. The audited accounts have finally been received from ERVAS. They have charged us ½% of total turnover including the Big Lottery Fund, so the bill has been very large and will also be large next financial year. MH to check whether this is a valid charge. Because of the delays in producing the accounts the committee decided that an alternative accountant would be used next year. **Action: MH**

6.3. Steve Hoyles, who planted the trees, has submitted quotes for:

- a) Regular maintenance to the grounds of the Village Hall including weeding and cutting the grass in the car park: 2 hours work @ £15 per hour carried out on a fortnightly basis
- b) Reduce the hawthorn hedge by around 2 feet: £140.
- c) Dig out shrub bed at rear of car park and remove the soil. Remove the kerbs at the edge of the bed. Put down a type 1 aggregate base then tarmac over using a 50 mm base tarmac followed by a 25mm wear coast level with adjoining car park.

Move cycle racks from present position to behind the gates: £1750.

d) Alternative to (c): dig out shrub bed at rear of car park and remove the soil. Leave the kerbs in place. Put down a type 1 aggregate base then infill with grey granite gravel approx 15mm. Move cycle racks from present position to behind the gates: £1350.

e) The committee agreed to employ Steve Hoyles for regular maintenance, hedge cutting and option (c), i.e. tarmac the flower bed. **Action: PC**

7. Secretary's Report

Parties are going well but no new weekly classes booked. The choir will return next week and will use the keyboard. We need to get more young people involved.

8. Report from Meeting with Parish Council

8.1. Tour de Yorkshire: we will not do anything in the hall as the Tour will only go past the pond. We promised to help with teas and cakes in the Parish Council's marquee on the green.

8.2. The Parish Council have asked for a grant application form together with a signed copy of the accounts. The Committee agreed that we should take advantage of any grant the Parish Council might offer.

8.3. Planting and Gardening: PC has obtained a quote from Henleys of £113.60 for most of the shrubs on the list. No further information has been received from Mires Beck. PC has also written to Guy Clapham who had previously offered plants. *Subsequently Mr Clapham offered a wide selection of shrubs and ground cover plants, not necessarily those on the list, but as they would be free, PC gratefully accepted. He will bring them round to PC's.* PC is planning to invite the village and the Gardeners' Club to help plant these plants on Sunday 25th March 10.00 am. Several offers of cakes were received at last week's gardeners club.

8.4. The Parish Council monthly meetings will be held in the Weighton Room on the first Thursday of the month at 7.30 pm after Keep Fit.

8.5. The Parish council are going to get a replacement notice board and refix the defibrillator.

8.6. The Parish council have asked a local builder to put in a retaining wall of sleepers to stop stones and earth falling across the public pavement. It was unclear who owned the land between the fence and the pavement. They would also repair the fence and put a gate in for access.

9. Health and Safety

A letter has been received from Humberside Fire and Rescue Service saying that they will be performing an inspection of the premises at an unspecified date. Mrs Pickering consulted a colleague and has provided a 25-page fire risk assessment form which PC has been attempting to fill in. Part of the regulations specify that we have a chart showing the positions of fire extinguishers, alarms, control panels, sources of heat etc. and PC has attempted to do this but felt that a proper printed chart would look more professional. RG has now provided one and PC will mark the fire extinguishers on it. To be placed on the notice board. While carrying out a fire risk assessment she noted that a) the emergency fire escape doors were too stiff for old ladies or children to open and b) that curtains should be sprayed with fire retardant. **Action: PC**

10. Caretaker

It was agreed not to advertise this post at the moment. The cleaner has taken on extra caretaking duties but cannot manage the folding door or the big tables.

11. Purchase of additional kitchen items

11.1. AR requested a trolley so that teas could be wheeled into the halls and also so that the racks from the dishwasher could be moved to the cupboards for unloading. *Subsequently PD and PC measured up and decided that a large trolley was needed in order to accommodate the dishwasher racks.*

11.2. A user requested chopping boards.

11.3. There is no bin in the Hunsley Suite or the Weighton Room. A paper towel holder also required for the Hunsley Suite. PD to purchase all these items.

Action:

PD

12. Any Other Business

RM suggested a social get together one Sunday afternoon. **For further discussion.**

13. Date of Next Meeting

Monday 19th March, 7.00 pm Hunsley Suite.