

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

MINUTES OF A MEETING OF THE TRUSTEES
Held on Wednesday 26th October 2016
at 7.00 pm in Little Weighton Village Hall

Present: Mrs B Catterall (Chair), Mrs P Campbell (Bookings Secretary), Mrs M Harrison (Treasurer), Mrs P Davison, Mrs S Spinks

1. Apologies for Absence

Mrs J Warnes, Mr R Mann, Mrs A Ringrose, Mrs C Pickering, Mr A McKenzie, Mrs A Kirby

2. Minutes of the Previous Meeting held on 20th July and 21st September

These were signed as a correct record

3. Matters arising from the minutes

- 3.1. Big Lottery: Yvette Priestley is the person at Big Lottery who is taking us through the implementation of the Big Lottery grant and has given BC the name of their solicitors. Our solicitors have written to the Big Lottery and have been informed of the name of the Clerk to the Parish Council. BC will ring our solicitor again to ask for urgency.
Action: BC

Sue Jackson, who has been organising the Voices of Weighton choir, then attended the meeting, bringing a £735 donation to the Refurbishment Fund. The Committee expressed their appreciation for her efforts and commented that it was extremely pleasing to see so many local people, especially young people and children, being involved in a village activity. It was agreed that she could continue to use the hall free of charge on Thursday evenings (after Keep Fit), when not in use by the Parish Council, so that the choir can prepare for a performance down by the pond when the Christmas Lights are switched on. She is also planning a Christmas performance in 2017 and December 7th-10th will be provisionally booked. She commented that the glass partition above the dividing doors across the hall really cut down the sound reaching the entrance end of the hall.

3.2. Refurbishment: Next Steps

A letter has been prepared and delivered to nearby residents in Potterdale Drive and some of Old Village Road. A similar but shorter letter will be delivered to the remainder of the village. All are invited to a coffee morning on Saturday 5th November 10.00 – 12 noon in the Hall. PC to get refreshments. Trustees are urged to attend to help answer residents queries. BC to ask Richard Guymer to attend.

Action: PC, BC, all

4. Treasurer's Report

The current account balance stands at £3410.85, petty cash £113.41 and the refurbishment fund at £14,619.77.

5. Booking Secretary's report

- 5.1. Tigertotz have not confirmed their booking, although they said they would, nor

have they attended the hall. The Treasurer said that she thought they still owed £30 from last term, although PC said it was unclear whether they had actually attended or not. It was felt extremely unlikely that we would receive any payments from them. PC to try and obtain the key. **Action: PC**

5.2. There are a good number of children's parties booked.

5.3. There was discussion as to how much to charge, once the hall is refurbished. BC was of the opinion that we should continue to charge £10 per session and said that the Cash Flow analysis part of the Big Lottery bid had shown that we could manage at this level. She will circulate the cash flow document. **Action: BC**

PC suggested that the fee be £10 for one half of the hall, or £20 for both halves. Of the regular users, this would affect only Keep Fit and dog training, as the other users would usually have only half the hall. BC suggested £200 for weddings. At a recent meeting in Bishop Wilton, other village hall organisers had said that we are charging way too little. Bishop Wilton charges £600 for weddings. **For further discussion.** We need to prepare a leaflet, showing an artist's impression of the newly refurbished hall and what our charges will be. JW to be asked if she will help with the marketing.

Action: JW

6. Refurbishment

6.1. Lease: see above. PC has received a copy of a letter from the Parish Council to BC, originally sent on 8th April, asking that the lease be prepared by 31st October. BC said that this had not been possible until the Big Lottery grant had been awarded.

6.2. Chairs

PC had written to the Parish Council, offering the grey and orange plastic chairs to the Parish Council to be used for village events. The Parish Council have replied, firstly congratulating us on the successful lottery award, secondly saying that the Parish Council will be pleased to accept this offer. We will let them know when to collect. They will be arranging for the removal of the metal shed within the next few weeks.

6.3. Curtains

PD went to a fabric mill in Cumbria and negotiated a special price on some curtaining of £9 a metre (otherwise £60 a metre). Nineteen lengths would be required at a cost of £513, plus lining, tape, poles etc. This offer is open only for the next 2 weeks. PD has prepared a "mood board" where she showed her chosen fabric – a white background with an abstract pattern of blue, grey, cream and duck egg blue. She suggested that this colour scheme be applied throughout the building, with duck egg blue on the end walls to make the length of the hall seem shorter. She suggested cream paint for the other walls in the hall and cream and beige tiles in the kitchen and toilets. She also showed some wallpaper which she suggested for the lobby but it was felt that this would not be tough enough to withstand wear. Curtain poles were suggested rather than the present pelmets. Blackout blinds would be needed for films and slide shows. As there were so few trustees present, it was felt that the committee could not make a decision. PD will show the mood board to as many trustees as she can get hold of. It was agreed that this mood board be displayed at the drop in coffee morning on 5th November. In the meantime, other trustees should come up with alternative colour schemes to bring to the coffee morning. **Action: All**

PD suggested that we hold a sewing bee to make the curtains ourselves whilst we still have the hall and tables available. This was welcomed by PC but MH thought we ought to have them professionally made. **For further discussion**

BC to ask Richard Guymer about the size of radiators.

Action: BC

6.4. Tenders: cannot be done until the lease is arranged.

6.5. Defibrillator

The Parish Council will liaise with the Yorkshire Ambulance Service with regard to relocating the defibrillator.

a) Kitchen

We will not be able to choose the colour.

7. Fund-raising

7.1. Feedback from Shiftipig: This had been a great success and had raised £236.

7.2. Feedback from Voices of Weighton Concert: see above. PC apologised for not getting enough paper towels and toilet paper out. The cleaner's cupboard in the lobby (where such items are stored) was covered over with decorations and so was not accessible. SS went home and got some. She suggested that a supply be stored in another cupboard.

7.3. Christmas Fair Sunday 20th November: AK has sent a report to say that all tables have been booked. Help is sought for the teas. Tombola prizes also requested. BC said she could help putting raffle tickets on the tombola.

7.4. Bad Apple 4th December: PC to buy ice creams to sell at 50p. No raffle. We should aim to sell 80 tickets. BC has tickets which she will put in the shop. Posters have been received. SS to distribute to schools in Market Weighton, Brough and Sancton. PC to put up posters as usual, plus to schools in Little Weighton, Skidby and Walkington. Help will be needed on the day to carry equipment down the steps and back again.

Action: SS, PC

7.5. Films: Sancton is starting a film club. They have obtained a licence for £400 and they can then buy their own DVDs and provide their own equipment.

8. AGM 14th December

The accounts will be circulated to the Trustees before this date and all Trustees are asked to read them carefully before the AGM.

9. Network meeting of the East Riding Association of Rural Community Buildings held on 15th September

PC had attended this meeting in Bishop Wilton Village Hall. She has written to the Parish Council and asked for a copy of the Emergency plan, but has received no reply.

10. Maintenance

The steam cleaner has been overheating. AC has tried to fix it. No further action for the moment.

11. Health and Safety

Nothing to report.

12. Any Other Business

Crockery and Linen for Weddings: it is our intention to purchase a set of crockery for 100 to allow for breakages. Tablecloths should be sent to a laundry to make sure they were not stained. We need to discuss whether we charge extra for their hire. There was discussion as to where these items would be stored. The room marked Reception on the plan (old doctor's surgery pharmacist) was suggested as this could be locked.

13. Date of Next Meeting

AGM, Wednesday 14th December 2016 at 7.00 pm in Little Weighton Village Hall.