

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

MINUTES OF A MEETING OF THE TRUSTEES
TUESDAY, 15th MAY 2018, 7.30 PM, HUNSLEY SUITE,
LITTLE WEIGHTON VILLAGE HALL

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

1. Apologies for absence
Mrs C Pickering, Mrs P Davison, Mrs A Ringrose, Mr A McKenzie, Mrs S Jackson
2. Minutes of the previous meeting held on 24th April 2018
These were approved and signed as a correct record.
3. Matters arising from the minutes:
 - 3.1. Brochure and Letterhead
Mrs Campbell has written to Mr B Matthews to thank him for designing the new letterhead and brochure. A supply of these is kept in cupboard 2 in the Hunsley Suite. Various Trustees took supplies to distribute to: Croft Park (**AK**); local U3As (**PC**); Dr Tinker, to suggest that people come and collect their prescriptions, or get a flu jab (**BC**); County Hall (**MH**); Beverly Information Centre (**RM**); local businesses (**SS**) **Action: AK, PC, BC, MH, RM, SS**
 - 3.2. Damage to edge of kitchen worktop
RM to investigate. **Action: RM**
 - 3.3. Audio Visual System
Nothing further.
 - 3.4. Support and Training
 - a) Hygiene course
No further information. It now appears that the Big Lottery is not going to fund any training courses, so we may have to review the hygiene course.
 - b) First aid course
Arranged for Tuesday 5th June. There is one place remaining. SS will contact the School once again. This course will cost £274. **Action: SS**
 - 3.5. Snagging list
 - a) Water on the front path
BC to ask RG if 2 drains can be inserted across the path, as puddles have been freezing over in winter. **Action: BC**
 - b) Fire escape door
The small side of the door is very stiff to open. RM thought it was because you cannot get enough leverage on such a small door, so we could not think of a solution. EYG are coming to repair the cracked window pane.
 - c) The back kitchen door
Houltons have fixed this with some WD40.

d) The Gents
toilet door and the ladies toilet door
Now fixed by recessing the hinges further into the door jambs.

e) Cream
wall paint.
The committee felt that this was not too noticeable and so no further action.

f) Toilet
Seats
All the toilet seats have been falling off or are askew. Mr Campbell has had to fix them several times in the past month. BC to mention to Houltons.

Action:

BC

3.6. Accountant

MH to ask Rebecca Jackson for a quote.

3.7. Gardening

a) Weeding

PC has spoken to S Hoyles who said he would be weeding shortly.

b) Mangers

PD and KD have screwed 6 mangers to the retaining brick wall to the front of the hall. Guy Clappison has kindly donated 36 trailing perlargoniums and PC will buy potting compost, plant up and water.

Action: PC

c) Tarmac to car park

S Hoyles has completed this today. He has submitted an invoice for this which will be forwarded to the Big Lottery. He also needs to include his invoice for the tree planting

d) Hosepipe

BC to order.

Action: BC

3.8. Three tenors: publicity

No further information in the absence of PD. When more information received, PC will put it on the What's on Hull website and the Arts Scene website.

Action: PD, PC

3.9. The Likely Lads

22 tickets sold so far. There has been a leaflet drop to The Close, Potterdale Drive and the vicinity of the Butts. PC has put posters in Walkington, Cottingham and Skidby and advertised it on social media. MH to find out if the stage is required.

Action: MH

3.10. Meeting for volunteers

To be incorporated into the Strawberry tea.

3.11. Strawberry tea 24th June

RM to apply for an "Inspiration Pack" from Joe Cox's sister's initiative. It was agreed to buy scones etc. It was suggested that we have a "sparkling tea" with Prosecco (or tea). £1.00 entry. AK has 3 cake stands. **For further discussion.**

3.12. Big Lottery Budget

After we have allowed for the remaining money to be paid to Houltons in November and other commitments we have £2,000 left.

3.13. Risk Assessment

Not yet typed up.

Action: PC

3.14. Disposal of Food waste: kitchen caddy and brown bin

East Riding Council do not provide commercial brown bins for food waste. They suggested putting such waste into the green bin. BC will get compostable bags

from the library, apply for another caddy for personal use and ask people to take their waste home. PC to put on Information for Users fact sheet.

Action: BC, PC

3.15. Oak Notice Board: keys

There are 4 keys: PC has one and BC/MH will share another. The other 2 remain in cupboard 1 in the Hunsley Suite.

4. Treasurer's report

4.1. The current account balance stands at £1,260.54, petty cash £136.09 and the Fund Raising Account at £11,507.55. £586 has been transferred from the Fund Raising Account to the Current Account to pay the printer, SH Garden Services and Ben Matthews.

4.2. We have 2 electricity meters which we read recently. The automatic answering machine would not accept the figures because there had been a big change in usage for one of the meters. For one meter we are £88 in credit and for the other we are £38 down, so the monthly bill for the latter meter has increased from £18 to £26. We are not sure which meter relates to which parts of the building.

5. Secretary's Report

5.1. Request received from children's Air Ambulance to site a textile recycling bin in our car park. The committee decided there was not enough room in the car park.

5.2. The Voices of Weighton have requested that they have the whole hall for the day before their concert in November. This will mean cancelling coffee morning and keep fit. PC to liaise with them.

Action: PC

5.3. Bookings for parties are going well but we still have no weddings.

6. Christmas Fair

AK volunteered to organise a Christmas Fair on Sunday 11th November, 1.00 pm – 4.00 pm. It was agreed to charge £12 for one table and £16 for two. AK will ask Sue Jackson if the Voices of Weighton would like to sing Christmas Carols as they did the last time we had a fair.

Action: AK, SJ

7. Health and Safety

7.1. PC said that the new parts of the stage that had arrived this morning were posing a hazard in the store room and needed to be moved to somewhere where they could not be tripped over. (Done)

7.2. At the recent Plant Sale a child had leant against the red fire alarm button and set off the alarm. Instruction was given to three trustees on how to silence the alarm at the control panel in the lobby. We also have a supply of the pieces of glass that fit into the red fire alarm buttons, should the glass be broken. These are stored in Cupboard 1 in the Hunsley Suite.

8. Caretaker

The committee agreed that a caretaker/handyman was needed. PC to look up the job description and put an advert in the shop. Minimum wage to be paid on an ad hoc basis.

Action: PC

9. Any Other Business

9.1. The solicitor has sent a document for all Trustees to sign relating to the fact that Big Lottery hold the building as collateral at the moment. **Action: BC**

9.2. SS suggested that we could provide refreshments on Sundays to groups of cyclists or walkers. Doubts were expressed about the amount of commitment this

- would require. **For further consideration after June 24th.**
- 9.3. SS also suggested running a first aid course for young mothers. She will make enquiries to see if there is a demand. We would have to charge quite a high fee for this. **For further discussion.**
10. Date of Next Meeting
Monday 18th June, 7.30 pm, Hunsley Suite.