

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

Minutes of an Ordinary Meeting of the Trustees
held on Wednesday 14th December 2016, following the AGM

Present: Mrs B Caterall (Chairman), Mrs M Harrison (Treasurer), Mrs P Campbell (Booking Secretary), Mr R Mann, Mrs J Warnes, Mrs P Davison, Mrs S Spinks.

1. Apologies for Absence

Mrs C Tomlinson, Mrs A Ringrose, Mrs A Kirby, Mr A McKenzie

2. Minutes of the Previous Meeting held on 26th October

Mrs Spinks wished to emphasise how good the Voices of Weighton concert had been and what a fantastic success it was. The Chairman signed the minutes.

3. Matters arising from the minutes

3.1. Feedback from letter to residents

No comments have been received.

3.2. Feedback from drop in coffee morning on 6th November

a) Only 6 residents attended.

b) It had been extremely useful for the Trustees to talk to the architect Richard Guymer about several details in the plan:

- We asked for a basin with mixer tap to be installed in the multi-purpose room.
- We are considering removing the wall between the “dispensary” and the waiting part of the multipurpose room, making a bigger room with floor to ceiling cupboards along the blank wall for storage of wedding items, files, clients' items such as chiropody or hairdressing. RG said that he would keep the plan as it is at the moment, but it could be changed later if we wish.
- Radiators in the main halls will be longer and lower.
- The glass dividing partition will be covered in with soundproof material. The committee recognised that this would make the accoustics difficult when the whole hall is used for concerts, plays etc. but hoped that speakers would help. BC to check with RG what was proposed in the plan. **Action: BC**
- The “doctor's consulting room” will have special NHS specified paint. This would be suitable for a chiropodist to use. Paula Bugden to be contacted.

c) When the refurbishment is in progress RG will prepare a monthly report. This to be published on the Facebook page and on the website. **Action: PC**

d) PC to put a link to the website on the Facebook page. **Action: PC**

4. Refurbishment

4.1. Lease

Mrs Davison had spent the previous week chasing up our solicitor. A letter outlining the proposed lease was delivered to the Parish Council just in time for their monthly meeting on 8th December. Mrs Davison was thanked for all her efforts. The Parish Council is in full agreement with the lease. They wished us to write a letter stating that we would pay the legal fees. A letter to this effect

has been sent to the Parish Clerk.

4.2. Parish Council's Metal Shed

This has now been removed from the rear of the hall.

4.3. Curtains

Material for the curtains has now been purchased. Karen Mann has found a roll of insulating lining at a price of £6. Only 3 volunteers have been found to make the curtains: PD, PC and KM. It was suggested that we consider having them professionally made. PD to make enquiries. **Action: PD**

4.4. Tenders

The closing date for the receipt of tenders in Monday 19th December. The Trustees wish to see the tenders.

4.5. Disposal of large items

a) PC to take photos of the piano and desk and advertise them on Facebook.

Action: PC

b) Chubb have recently been to service the fire extinguishers. They recommend that they remain in the Village Hall during the building works. Chubb will supply clear plastic boxes to stand them in.

c) The Parish Council are keeping the grey and orange plastic chairs. The other chairs to be advertised in January.

d) SS to contact Andrew Woodhall to see if he will store the stage. **Action: SS**

e) Andrew Woodhall has already agreed to store the tables.

f) Books will be taken to a charity shop. It was agreed to ask Andrew Woodhall to store the bookcase as well.

g) Crockery: to be offered to Mrs Woodhall.

h) SS will keep the Drama Group's speakers.

i) SS to box up the glasses.

j) There is still some drama props in the loft which SS will remove. She may offer them to a new youth drama group in Market Weighton.

k) The portrait of the Queen will go to PD.

l) BC to store Lincat boiler.

m) RM said that he would be happy to take down the spotlights after Christmas..

Action: RM

n) Storage in new hall: we will get new chairs on trolleys. **For next meeting.**

o) We will ask the village carpenter to make an outside noticeboard.

4.6. Storage of existing items: see above. We will fix a date when all Trustees are asked to come and help clear the hall. Alison Raper the cleaner has offered to take down the curtains and take them to a charity shop.

5. 200 Club

There have been fewer members signing up this year. PC to put the names of the winners outside the Post Office stating "winner this month..... How about joining? Apply within." Trustees to contact past members who have not renewed. BC to prepare lists. **Action: PC, BC, all**

6. Hiring Charges

A leaflet needs to be prepared before the building work is finished so that we can get new users signed up. The Chairman said that the projected cash flow analysis predicted that we would be able to manage by leaving the charges as they are e.g. £10 a session. There was discussion as to whether it should be £10 for one hall or two combined. It was agreed that there should be a local rate for the village community and another rate for commercial users. Current users who would be affected would be keep fit, dog training and art. JW suggested that we should work

out the cost per hour of running the hall and charge that.

Action: PC, MH

7. Handyman

Gordon Brown has left the village. He never claimed for the work he did. It was agreed not to appoint anyone until the refurbishment is finished. PC asked that, should it snow, she could call on Trustees to help clear the snow.

8. Maintenance

8.1. Andrew Campbell has cleared the gutters of mud. They will need clearing again when all the leaves have fallen.

8.2. The fire extinguishers have been serviced.

9. Health and Safety

Nothing to report.

10. Any Other Business

None.

11. Date of Next Meeting

Wednesday 18th January 2017, 7.00 pm in the Village Hall. JW gave her apologies.