

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

MINUTES OF A MEETING OF THE TRUSTEES
held on TUESDAY 21ST NOVEMBER 2017
7.00 pm, 41 Potterdale Drive

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

1. Apologies for Absence

Mr A McKenzie, Mrs C Pickering, Mrs A Kirby

2. Minutes of the Previous Meeting held on 31st October 2017

These were signed by the Chairman as a correct record.

3. Matters arising from the minutes

3.1. Publicity: BC has written to WEA, Age UK, Cottingham U3A, The Beacon, Cottingham Times. She has been having trouble sending e-mails to Look North and Beverley Advertiser, so she was urged to ring them directly. **Action: BC**
PC has written 30 letters and about 20 e-mails. She has posted on the ERVAS website, East Riding Association of Community Buildings, Facebook Little Weighton page, Nextdoor Rowley. PC will contact Ramblers Associations and U3As.

Action: PC

3.2. Curtains: they are now up. There are still 2 tiebacks to make to keep the curtains clear of exterior doors.

Action: PD

3.3. Projector and AV System:

a) RM and Andrew Campbell had a tutorial with the suppliers last week. They found that blackout blinds may be needed for the windows nearest the screen.

Action: PD

b) The microphone can only be used by itself, not when showing something else. It is a hand-held microphone. The suppliers have worked out another way of doing this and they are coming on Thursday. RM thought that a lapel microphone would be a good idea.

c) Quality of the microphone: it does not seem as clear as they wished. The suppliers are going to replace the 2 small speakers at the front of the hall.

d) There is no easy way to connect with tablet devices. They are bringing suitable cables on Thursday.

e) Loop system: there is no way of connecting with the loop system. We need to ask Houlton's about this. We might need to get another amplifier. SS said that she had the Drama Group's amplifier they could try.

f) Storage Box: the AV system needs to be on a shelf where access to the cables at the back can be facilitated. Houlton's have offered to erect a shelf, but RM suggested a trolley with lockable castors. The speaker on the floor is a sub-woofer, so it needs to remain on the floor to transmit the bass notes, so this should go under the trolley out of harm's way. It was agreed to site the box on a small table for the present. Richard to look into to cost of a device that the AV system can be stood on

Action: RM

g) Remote Controls: there are 4 which are currently locked in the AV box. RM will label them.

Action: RM

3.4. Library: the library van is returning on 1st December. They are still waiting for Kingston Comms to connect the fibre optic cable, which is currently dangling along the front of the building. They have said that we cannot use their broadband. The committee agreed that we need our own broadband. We would have to have a cable in roof space to the front door and have a router. We need to talk to the architect.

Action: RM

3.5. Tablecloths and Tea Towels: we have 11 blue tablecloths and PD has made 4 more for the small tables. AR to bring banquetting roll for a large table for the party cake. MH to get tea towels.

Action:

AR, MH

3.6. Sanitary Towel Collection: it was agreed that the amount of use this service would get would not justify the expense. BC to source 4 flip top bins, heavy duty liners and small bags. A nappy changing mat has been installed, so this needs a bigger bin.

Action:

BC

3.7. Fire Department and Extinguishers: a Fire Officer visited on 13th November and recommended that the Assembly Point be in the car park. He was happy in general but recommended that the powder extinguisher be replaced with a foam one and that we have fire blankets next to both hobs in the kitchen. He advised that as a general rule, fire extinguishers should only be used where the fire is the size of a waste paper bin or equivalent. Any bigger fire should not be attempted with extinguishers. The external kitchen door should in general only be used for emergency exit from the kitchen itself. Chubb came on 15th and re-used our existing water, foam and CO₂ extinguishers and provided another foam and 2 blankets. The extinguishers are mounted on movable red stands, with the appropriate labels attached. Signs have been placed on the fire exit door and arrows pointing to the car park. We need to check that RF has fixed the fire blankets with Velcro.

Action: PC

3.8. Crockery and Cutlery and round tables: PD will ring Nesbitt's tomorrow to check on delivery time. There will be a lot to carry, so she will ring other committee members for help. The tables will need assembling. **EVERYONE TO HELP WHERE POSSIBLE**. AR and MH to clean out cupboards if Thursday afternoon.

Action: PD, AR, MH,

all

3.9. Support and Training Revenue Budget: awaiting return of **AMcK**.

3.10. Customer Satisfaction Survey: a draft questionnaire was tabled and this was approved. PC to give to all hirers of the hall.

Action: PC

3.11. Dishwasher: installed today. It does not project beyond the work surface. BC and PC had a demonstration of how to use it. No detergent or rinse aid was supplied, so Andrew Campbell was asked to order some on the internet immediately. Although it takes only 2-3 minutes to wash, it is important to remember to switch it on 30 minutes before use to heat up the water tank.

3.12. Visit of Alex from Big Lottery: Alex was very pleased with our redevelopment. He said that we were fortunate to have got the project up and running before the Big Lottery stopped doing big capital projects. He urged us not to leave any money unspent. BC to enquire from Bert Sorsby about the possible purchase of a keyboard.

Action: BC

3.13. Delivery of Old tables and other items from Playing Fields: this was accomplished with the help of Andrew Woodhall and his trailer and Natalie and Redd Oudijk and their sons. We promised AW that we would remove the stage from the Playing Fields before Christmas. The new stage is arriving December 4th.

Action: SS

3.14. Vacuum cleaner: this is a separate order from Nisbetts so will arrive at a different time. In the meantime we will have to use our own.

3.15. Steam Cleaner: arriving 22nd November.

3.16. Post Box and Waste Collection: this has been screwed to the wall in the place where the Parish Council notice board goes, because the usual position of the wheelie bins would obstruct a suitable place on the foyer wall. PC rang the waste collection department and they agreed to collect the wheelie bins from the rear of the building, starting on 18th December. Therefore we can move the postbox to a position to the left of the two meter cupboards on the outside of the foyer wall. PC to check whether RF has done this. **Action: PC**

3.17. Railings: railings to the ramp and steps are still not completed. They will be finished this week. We have asked the builders to install a post and rail fence alongside the Grasscrete blocks so that people can see where the edge of the car park is and not fall down the bank. AW has also asked for the fence alongside the Parish Council's wood to be re-instated, although it was apparently already fallen over. RF has agreed to replace the existing fence with new posts as necessary. PD regretted that the new bicycle rack would take up a valuable parking space. PC is planning to plant assorted sun-loving Mediterranean evergreen shrubs in front of the ramp wall as 1 metre in front of the wall is land leased by the Village Hall. Four trees will be planted in front of this. The Parish Council to be asked if they have a management plan for this area. PC suggested planting it with low maintenance ground covering plants that would grow in chalk rubble. **Action: PC**

3.18. Exterior Lighting

Several complaints have been received that the lighting is too bright. The round lights on the walls will be replaced with down-lighters. PC suggested that we still need a very bright light at the bottom of the rear steps and PD suggested that it could have one of the eyelid shades on it. The 2 car park lights could be shortened by 6ft. The committee felt that we need to see the design before they are installed. We cannot take responsibility for anybody using the path when the lighting is not on. Houltons to be asked. Notices should be made stating we are not responsible for any accident or emergency when using the path

3.19. Signs:

a) **Interior signs:** PD has obtained 3 signs for the Weighton, Rowley and Hunsley Rooms and they have been put up, looking very smart and modern.

b) **Exterior signs:** it agreed that PD obtain a white sign with dark lettering saying "Village Hall" to fix to the outside of the diagonal retaining wall on the corner by the Hunsley suite, so that it can be viewed from the road. BC has asked for a quote from Alan Collingwood to make a noticeboard to go alongside the front steps. It will be made of oak and have locked glass doors. She had intended that this notice board run parallel to the hedge which could be seen from the pavement if the hedge was shortened, but it was pointed out that you would not be able to access it easily to put up notices and also that the fibre optic cable runs under the corner. It was therefore agreed that it be fixed to the wall to the right of the front steps. PC has contacted the Trees and Landscape Team in the Planning and Development management department of East Riding Council who have said that there is no hedge or tree preservation order on the hedge, nor is it in a conservation area. So we could shorten the hedge by a third to enable to hall to be seen better. It was suggested we get mangers to hang over the front wall instead of hanging baskets.

3.20. Oil: delivered

3.21. AGM: Wednesday 13th December. Accounts still not returned from ERVAS. BC to chase. BC said that she intended this to be her last year as Chairman. SS is also considering retiring. We need to get some new recruits on the committee. RM

has prepared some photos of the village for a rolling slide showing at the opening party and will insert adverts for new Trustees, a caretaker, 200 Club, volunteers to start clubs. We would like to start a film club. PC to look at licensing. MH get the PRS licence reinstated.

Action: PC, MH, BC

3.22. 200 Club: Karen Mann has volunteered to take over the running of the 200 Club. PC and KM to go to the bank to make her a signatory.

Action: PC, KM

3.23. Keys: the new key system means that, after the key has been turned in the lock of the front door, it is still locked with an electro-magnetic lock until either a key fob or a code number is used. When somebody enters the building and closes the door behind them it is then relocked automatically, which means that late comers will be unable to gain access. There are about 6 keys and 20 fobs. Someone will have to open up at the beginning and end of the day. The committee recommended that:

a) There be a rota of people be in charge of the hall for the day. No volunteers came forward except PC.

b) We need a front door bell.

Action: RM

c) A key and fob to be placed in the shop.

d) We need a caretaker to help with opening up.

e) The code be changed every month.

3.24. The folding door is tricky to use, so a notice be displayed saying "Please do not operate without official supervision".

Action:

PC

3.25. Picture Railings: PD has obtained for £247.

3.26. Pictures: PC has prepared a large picture frame with various newspaper cuttings and posters of interest. RM took pictures of the committee to put on the rolling slide show. SS has drama group posters.

4. Treasurer's Report

We have £887.64 in the current account, petty cash £44.32, Fund raising £11,743.94. There remains £187,992 of the Big Lottery grant. (A large invoice is awaiting approval from the Lottery) RM asked that the Treasurer not send the second invoice from Inspire Audio Visual systems until he was satisfied with the service. There is still £10,372 in the contingency fund.

5. Opening Party

5.1. Drink: PD has purchased 20 bottles of Prosecco @ £5.49, 3 bottles of Kir Royale and 3 bottles of Bucks Fizz, total £128.84 on a sale or return basis plus glasses.

5.2. Cake: we have enough cake for 200 people at £170. MH to collect on Saturday.

5.3. Ribbons/Balloons: PD has purchased ribbon. We have bunting from SS.

5.4. People to cut ribbon: Sarah Glover and Heidi Gibson will cut the ribbon at the top of the ramp, then Stan Cash will cut the ribbon at the entrance to the front door. Stan will arrive at 1.45 and PD will meet him outside the front door with chairs to sit.

5.5. Publicity: See above. Everyone in the village has had a flyer.

5.6. PC to bring serviettes, tea, coffee, milk, sugar, paper cups, orange squash, toilet rolls, washing up liquid.

Action: PC

5.7. MH to bring paper towels.

Action: MH

5.8. RM to bring brushes and stepladders.

Action: RM

5.9. AR to bring tea towels.

Action: AR

5.10. PD, AR and PC to bring their Christmas flower arrangements. **Action: PD,**

AR, PC

5.11. MEET AT THE VILLAGE HALL 10.00 SUNDAY MORNING to set up. Get to party by 1.15 pm. SS gave her apologies.

5.12. PD to ask Ben Mathews if he wants to come and take photos for brochure whilst hall is set up for the party.

Action: PD

6. Any other Business

6.1. Everyone to send RM any interesting pictures to put on the projector. PC will contact Coleen Gill (Keep fit) to see if she has any pictures.

6.2. Activities we would like to see in the hall:

- Men in Sheds Club
- Cookery Classes
- Travel Club
- Book Club
- Computer classes
- Brownies

6.3. We need wedges to hold open the doors while wheeling out chairs etc., also for the folding door which swings in front of the door to the corridor. Action PD

6.4. Handover: 2.00 pm Friday 24th

See attached list of what we should ask.

6.5. Everyone to get to hall 11.00 Friday to help clean, assemble tables etc. Our cleaner is unavailable because of family bereavement.

7. Date of Next Meeting

AGM, 7.00 pm Wednesday 13th December in the Hunsley Suite. Meeting to be followed by an Ordinary Meeting of the Trustees.

TO RECAP:

If crockery delivered Thursday: everyone available to go and help

Everyone available to help on Friday at 11.00

Handover meeting at 2.00 pm on Friday

Everyone available to help on Sunday at 10.00

Turn up to party at 1.15 on Sunday.

Enc.