

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

MINUTES OF A MEETING OF THE TRUSTEES
MONDAY 18TH JUNE 2018, 7.30 PM, HUNSLEY SUITE,
LITTLE WEIGHTON VILLAGE HALL

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

1. Apologies for absence

Mrs S Jackson, Mrs C Pickering, Mrs A Kirby

2. Minutes of the previous meeting held on 15th May 2018

These were signed as a correct record

3. Matters arising from the minutes:

3.1. Brochure and Letterhead

RM has put leaflets in Beverley Information Centre. Little Weighton shop will enclose a leaflet in each Saturday paper delivered. PC still to write to U3As. Following the sad death of Mr Ben Matthews who designed the letterhead and the brochure, PC reported that she had an electronic version of the letterhead but at the moment was unable to separate it from the visiting cards. She will seek expert help.
Action: PC

3.2. Damage to edge of kitchen worktop

Karen Mann has mended this with a free sample.

3.3. Audio visual system – training

RM suggested that at a future committee meeting he could talk the rest of the committee through this.

3.4. Support and Training

a) Hygiene course

AR has been asking who wants to go on this course. She is aiming to arrange for September.

b) First aid course

- The course was deemed to have been first class. SS wondered if other people would be interested e.g. young mothers or keep fit instructors. However they would need to be charged £30 to cover the trainer's fee. SS to make further enquiries.
- During a recent medical emergency it became apparent that villagers did not know the location of the defibrillator which is now round the back of the Black Horse public house. MH has spoken to the Chairman of the Parish Council who said that he had been told by the Ambulance Service (who supplied it) that this machine needed replacing and that the Ambulance Service would no longer pay for it. It was agreed that PC would ring the Ambulance Service and see if it could be moved back to the Hall (where all the wiring is in place). BC to ring Andrew Woodhall. **Action: PC, BC**

3.5. Snagging list

a)

Water on the front path

This is a particular hazard in winter when the puddles freeze over. RM suggested that we ask Houltons to drill a small drain hole with grille at the lowest points so that the water can escape. **BC** to ring Robin Foster.

b)

Fire escape door

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tiffness: it appears that it will loosen with time

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roken window pane: BC to ask RF to ask EYG to fix this.

c)

Toilet Seats

Now fixed by AC

d)

Frogs

The cleaner found one live and one dead frog in the toilets. **BC** to ask RF to investigate.

3.6. Accountant

BC asked Rebecca Jackson. If the Big Lottery money has to be included, she did not think she would be able to do this. **BC** to ask Amanda Vaughan at Big Lottery whether they audit this themselves. **Action: BC**

3.7. Gardening

a) Weeding

PC thanked AC, RM, KM, SS, Ian Flockhart and Linda Barnett for their help last Sunday. They nearly finished weeding the whole area. PC has asked Steve Hoyles to mulch it all when he next comes. **PC** to contact him to make sure that he can now manage.

b) Mangers

Fixed by KD and planted by PC with plants donated from Colletta and Tyson.

c) Tarmac to car park

The Committee were very pleased with the work done. SH has been paid out of the refurbishment fund until money comes through from the Big Lottery.

d) Hosepipe

Installed by AC. PC to get a sprayer head.

Action: PC

3.8. Three tenors: publicity

We have had to alter the date from October 4th to Saturday 1st September because the cruise they are on has been extended. They will be singing some opera and some music from shows. They are of international standard. It was agreed to charge £10 per ticket, 7.30 pm for 8.00 pm. Bring your own wine and nibbles. Maximum 65 people. PD has received an electronic copy of a blank poster. AMcK to make tickets and posters. PD to order 3 more little round tables. Setting up on the Friday afternoon at 2.00 pm. Stage required. MH to ask IG if we can borrow his lights to go behind the backdrop. **Action: AMcK, MH, PD, all available.**

- 3.9. The Likely Lads
Following the success of the recent concert, another concert has been booked for Saturday 3rd November. Tickets £8. Bring your own wine and nibbles. Raffle. The artists will require payment this time. Clear up on Sunday.
- 3.10. Meeting for volunteers
Cancel for the moment. SS to put an appeal for volunteers in the Beacon.
Action: SS
- 3.11. Strawberry tea 24th June
Cancel as the Church are doing one on 7th July in the Village Hall.
- 3.12. Big Lottery Budget
We have already received £10,000 for training, so can claim for the first aid course and hygiene course and the CERT course.
- 3.13. Risk Assessment
Done. In black folder next to oven.
- 3.14. Disposal of Food waste: kitchen caddy and brown bin
AR has a spare caddy and RM has spare bags.
Action: AR, RM
- 3.15. Christmas Fair
AK is organising. This could be an opportunity to have a social afternoon and invite volunteers.
- 3.16. Caretaker
SS to put an advert in the shop window and the Beacon. We require someone for at least 2 hours a week on £8 and hour to:
- a) sweep paths regularly
 - b) clear leaves and snow
 - c) wash outside paintwork and railings
 - d) test emergency lighting and fire alarms
 - e) touch up paintwork
 - f) change salt in dishwasher
 - g) get out chairs and stage when required
- Action: SS**
- 3.17. Solicitor's document to sign
Lease document and Big Lottery document signed by Trustees and witnessed by AMcK.
- 3.18. Sunday refreshments
SS to ask for volunteers.
Action: SS
- 3.19. First aid course for young mothers
See above.
4. Treasurer's report
The current account stands at £1,130.72, petty cash at £33.51 and Fund Raising £8,638.57. Money for the car park and the oak notice board has been temporarily taken out of the Fund raising Account and a claim from Big Lottery of £5,230.63 still outstanding.

5. Secretary's Report

- 5.1. The Secretary read out a letter of thanks from Mike Peck, Managing Director, ScenePro Ltd, who had hired the hall for a first aid course for his employees. He said that the First Aider was also impressed and intended to hire the hall for further courses.
- 5.2. An enquiry has been made of the possibility of hiring the Hunsley Suite by a peripatetic hairdresser.
- 5.3. A Parish Councillor has offered to run our website for free. This was welcomed.
- 5.4. The water softener for the dishwasher had a blockage, now fixed. The engineer said that the salt in the water softener should be renewed every month.

6. Health and Safety

No new concerns.

7. Any other business

- 7.1. County Council representatives inspected the hall with a view to holding elections in the hall rather than having to close the school. They were impressed with the facilities.
- 7.2. AMcK asked if we know the numbers of the paint on the walls. PC replied that it is in the minutes and she has 2 part used tins of emulsion at home.
- 7.3. PD read an e-mail from Andrew Chandler, who is doing his Zero to Zero exhibition and talk over the August Bank Holiday weekend. We must mention that this is supported by the Viewfinder photographic club. He will be giving a talk on 24th August, 7.30 pm. Tickets £3. He will not charge for the talk in return for free hire of the hall for the weekend. Entrance to the exhibition will be free. We will supply refreshments, for which we will keep the proceeds. Two people will be required each day. Andrew Chandler will keep the proceeds of his raffle and all sales. His brother Jonathan might also come. Six framed pictures for sale will be hung in the hall for the whole of August. Display boards will be set up at the far end of the hall on the Friday before the talk and then spread out in the hall for the Saturday, Sunday and Monday. AC will supply posters and flyers which we agreed to deliver to the village. Exhibition to be dismantled at 6.00 pm on 27th August. He will do a Power Point presentation. He would like to come and test the facilities beforehand.
- 7.4. KM asks that we ask all our friends to join the 200 Club. We will need more steady income if we are to afford a caretaker. KM was given a key to the oak noticeboard to put the winning numbers up.
- 7.5. RM brought a plastic box with essential stationery supplies such as Blotak, paper, sticky tape which is now stored in cupboard 3, which is not locked.
- 7.6. RM was thanked for putting up fixings to suspend brooms, the ladder and the stage accessories on the store room wall.

8. Date of Next Meeting

Tuesday 31st July, 7.30 pm, Hunsley Suite.