

**LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST**  
**Charity Reference Number 523266**

**MINUTES OF A MEETING OF THE TRUSTEES**  
**Held on Wednesday 21<sup>st</sup> September 2016**  
**at 7.00 pm in Little Weighton Village Hall**

Present: Mrs B Caterall (Chairman), Mrs P Campbell (Booking Secretary), Mr A Mann, Mr A McKenzie, Mrs J Warnes, Mrs A Kirby, Mrs A Ringrose, Mrs S Spinks.  
In attendance Mr R Guymer for John Watson and Carter, Mr J Glenton for Sutcliffe Consultants.

1. Apologies for Absence

Mrs M Harrison, Mrs P Davison, Mrs C Pickering. Mrs Warnes was welcomed to the Committee.

2. Big Lottery Grant

- 2.1. We have been approved for a grant of £499,734 although we have not got it yet.
- 2.2. They want to know whether we need some money for a lead-in payment of up to 5% of the total. We will need some for building regulations (about £1,500).
- 2.3. There is also the solicitor's fees for drawing up the lease etc. We need a completed certificate of title from the solicitors and he does not appear to have started yet. BC to contact him and if he has not started yet, we will give the job to someone else as it is vital that this is completed speedily. **Action: BC**
- 2.4. The Big Lottery have a legal charge on the land and buildings for 12 (?) years. This is to stop anyone changing the use or selling the property after carrying out the work.
- 2.5. We have to complete a tender confirmation form.
- 2.6. At regular site meetings we get a progress report in relation to the programme. Martin McMahan, the Quantity Surveyor, will approve this then the contractor will submit his invoice. We need to have a proper system set up to deal with this. RG asked if we needed a method statement prepared for the first one. BC and MH will deal with this.
- 2.7. The contractors have to be on site within 6 months from when BC signed the grant agreement (3<sup>rd</sup> September). A start date of 20<sup>th</sup> February was agreed.

3. Refurbishment: Next Steps

3.1. People to inform

- a) Hirers: PC read out a letter she had prepared and this was approved. It mentions the terms of our insurance policy and leaves it to hirers to decide whether they need their own insurance. The library will need to remove their wi-fi equipment. **Action: PC**
- b) BC has written to the Brough and South Cave surgery. A recent Surgery Liaison Meeting to discuss re-siting the doctor's surgery on the playing fields was cancelled as the NHS has no money. PC asked why there was no basin on the plan for the multi-purpose room which we had envisaged would be used by possible chiropodists, hairdressers etc. RG replied that the pipework would be there but not connected, so if we wish to install a basin in the future we could do so.
- c) The cleaner and handyman have been verbally informed. They may get extra

work helping with clearing the hall.

- d) The insurance company will be informed at a later date.
- e) Information has been posted on the Little Weighton Village Hall website, the Facebook Little Weighton Group page and the Facebook Little Weighton page. BC was interviewed on the radio.
- f) Local Residents who will be affected by the building works. It was agreed that we invite all the residents to a drop-in coffee morning at 10.00 am on Saturday 5<sup>th</sup> November asking them if they wish to see the plans and whether they would like to tell us if they have any concerns. A separate, more detailed, letter to be sent to all residents of Potterdale Drive and Old Village Rd near to the Village Hall. JW to prepare a marketing communications plan.

**Action: JW**

- g) The defibrillator will need to be moved. PC will notify the Parish Council.

3.2. Lease – see above.

3.3. Tenders:

- Because the project is costing less than £500,000 we do not have to abide by European tendering rules.
- RG will draw up a list of contractors for the Trustees to accept. We do not want an enormous building firm but we do want contractors who comply with Contracts, Design and Management regulations which cover health and safety, design, construction and demolition requirements. Every contractor has to do a method statement. RG asked if we wanted to recommend any local builders but no names were suggested.
- Contractors can then sub-contract to whom they wish.
- February is a good time to start as many builders are working on schools during the summer holidays.
- 4-5% of the cost will be retained for a “works defects period” of 12 months

b) Design Details:

- Kitchen: the cost of the kitchen is included in the bid, but Howdens Joinery have offered to provide and install a kitchen with appliances. We will probably have a choice of several finishes but the design of the kitchen may not be exactly as on the plan. We could incorporate one or two below-counter refrigerators but we do not need a freezer. There is a laundry washing machine on the plan but we would rather have a dishwasher. Howdens are unlikely to supply a commercial dishwasher so we might have to pay the difference or supply one later. RG to liaise with Howdens.
- Lighting: There will be dawn-to-dusk lighting on the ramp. There will be presence detector lighting in the toilets and store room. The halls will have LED lights which JG said he would check that they incorporate dimmers.

**Action: JG**

- Wiring: there will be a line of sockets at waist height in the hall for computers etc. There will be an induction loop for the hard of hearing. There will be ceiling level power for an overhead projector. When we get to the “first fix” the position of sockets will be marked on the wall for the committee to approve.
- Curtains: PD has offered to obtain swatches of curtaining. PC suggested that PD be in charge of the colour scheme as it was very difficult to design by committee. PC mentioned that the Health and Safety Assessments state that the radiators should be a different colour to the walls so that those with visual impairment do not burn themselves. RG thought that this was not now the case and we should check with the East Riding Access Officer.

**Action: PC/CP**

- Windows and Doors: SS was concerned re. vandalism. RG replied that they would be toughened glass.
- Heating: this is now oil-fired heating with a boiler in a room off the kitchen, as air source heat pumps would have taken 44 years to pay back the cost. There will be new radiators throughout except for the kitchen where there will be a kick space heater. The heating is zoned: Zone 1 is the corridor, toilets and kitchen which are on whenever the building is in use. Zone 2 is the multi-use room plus its foyer and Hall 2, Zone 3 is the big hall.
- Insulation: there is now to be no insulation under the wooden hall floor as this floor is to be retained and would be ruined if it was taken up.
- RG will draw up a list of such items for the Trustees to approve.

**Action: RG**

- We need to have a small site committee. PC suggested RM.
- The structural engineer's drawings are awaited.
- A contingency sum is included in the grant.

c) Clearance and Storage:

- PC volunteered to take the big filing cabinet home. BC will have the small filing cabinet and the water boiler.
- Andrew Woodhall, Chairman of the Parish Council has kindly offered to store the tables in his barn.
- We will sell the cups as we will be buying new crockery, suitable for weddings.
- We will sell the turquoise fabric covered chairs as we are going to purchase folding chairs on trolleys. PC said that she was concerned that very obese people would not be able to fit into these, so it was agreed to retain the 3-4 blue chairs as well. The Parish Council to be asked if they want the grey plastic chairs for e.g. a summer fair. AMK said that his son was setting up a social club and would welcome a chance of some of our equipment.
- There is £10,000 in the budget for equipment.

4. Notes from a meeting of ERA of RCB

For **next meeting**

5. Shiftipig

Gordon Brown will come in early to set up. PC asked for raffle prizes.

6. Choir Concert

PC has been in contact with Sue Jackson re. the tickets, posters etc. They have suggested charging £8 but the Trustees felt that £5 would be a more suitable sum. PC to liaise with Sue Jackson.

**Action: PC**

7. Date of AGM: ERVAS, who audit our accounts, have said that they cannot process the accounts before 26<sup>th</sup> October, the date scheduled for our AGM. It was therefore agreed to postpone the AGM until **Wednesday 14<sup>th</sup> December**.

8. Date of Next Meeting

26<sup>th</sup> October, 7.00 pm, Little Weighton Village Hall. This will therefore be an ordinary meeting.