

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

**Minutes of a meeting of the Trustees**  
**held on Monday 9<sup>th</sup> October 2017,**  
**7.00 pm, 41 Potterdale Drive**

Present: Mrs B Catterall (Chair), Mrs P Campbell (Secretary), Mrs M Harrison (Treasurer), Mr A McKenzie, Mrs A Ringrose, Mrs P Davison

1. Apologies for absence

Mr R Mann, Mrs S Spinks, Mrs A Kirby, Mrs C Pickering

2. Minutes of the previous meeting held on 13<sup>th</sup> September 2017

These were signed as a correct record.

3. Matters Arising from the Minutes

- 3.1. Draft letter to potential users of the multi-purpose room: SS had sent a draft letter, which was liked but she was asked to make the beginning more celebratory. AM to send BC and PC details of an internet network called Rowley Next Door which would be suitable for advertising the hall. The CVS, ERVAS, Little Weighton School, Facebook Little Weighton page, Facebook Little Weighton Group, Walkington Facebook group and the Chamber of Commerce will all be used to publicise the hall. **Action: AM, PC, SS**
- 3.2. Chairs and Trolleys: two large trolleys and 100 folding chairs have been ordered from Principal Furniture to be delivered during the first week in November. We have had to pay up front and so had to transfer some funds from the Refurbishment Fund to the current account in order to send a cheque. We need to confirm with Richard Guymer how much of the budget for contingency remains. PC said that the chairs would come in boxes of 4 chairs and the driver would be single-handed. She warned that she would be on holiday from 4<sup>th</sup> November, so BC volunteered to be the contact person to arrange help when the chairs arrive. **Action: BC**
- 3.3. Curtains, tracks and pull rods: Carole, the curtain maker, came on site and measured. She has quoted £330 to make the curtains, £225 for the tracks at cost. Her fitter could come at £20 an hour on 3<sup>rd</sup> November and this was agreed. Extra lining will be needed. PD mentioned that when she went into the hall last week she was disappointed that the pipes under the radiators were not boxed in and that trunking was showing. We had asked for a row of sockets along the wall in order to run computer courses.
- 3.4. Projector and Screen: RM had sent a message to say that Houlton's electrician was not prepared to fit the power points needed for the projector and screen. *RM reported 10/10 that this problem has now been sorted out.*
- 3.5. Library: the Site Manager has reported that when the Library's IT installer attended the site on 9/10 they have stated that the fibre optic cable will not reach and they will report this to Kingston Coms as it is their cable. PC to ring East Riding Libraries Department to ask if we can use their wi-fi. **Action: PC**
- 3.6. Sanding of hall floor: BC reported that the last site meeting minutes stated that the hall was going to be sanded.
- 3.7. Health and Safety Notices: PC has not ordered any more as she thought we already had the three required. They will all fit on one large notice board.

- 3.8. Noticeboards: PC has asked Houltons to provide and fit 4 large blue noticeboards.
- 3.9. Everyday tablecloths and tea towels: MH still researching. PC and PD volunteered to hem some material if required. MH recommended towelling tea towels as they would not need ironing. AB to dispose of most of the old tea towels. AB has stored the trays.
- 3.10. Soap dispensers and paper towel holders: PC has asked Houltons to provide and fit liquid soap dispensers in the toilets and kitchen. Paper towel holder may be required in the kitchen. AM recommended that we employ a firm to come and empty sanitary towel bins every week. BC to investigate.  
**Action: BC**
- 3.11. Fire Department: PC has rung the Fire Department who recommended that one of their officers comes and inspects the premises before we call in Chubb to re-erect our fire extinguishers. AM recommended that we shop around to see if we can find a cheaper company.  
**Action: AM**
- 3.12. Crockery and Cutlery: PD reported that Nesbitts have quoted £1052 for all the crockery and cutlery inc VAT. This quote is valid for only a month. PD to ask for a guarantee that they will continue to stock this design for 10 years and then order them. It was agreed to keep our old crockery and cutlery for outside catering events.  
**Action: PD**

#### 4. Treasurer's Report

- 4.1. We have £5516.34 in the current account and £11743.45 in the Fund Raising Account.
- 4.2. Support and Training: there is £10,500 in the Big Lottery revenue budget for support and training, to be used in the first year after receiving the grant. This needs to be ring-fenced. AM will check the criteria for using this money.  
**Action: AM**
- 4.3. PRS Licence: the Performing Rights Society licence needs to be reinstated.  
**Action: MH**
- 4.4. Refuse Collection: PC will arrange for the bins to be collected again.  
**Action: PC**
- 4.5. Customer Satisfaction Survey: the Big Lottery wants to know if our customers' experience of the hall has changed. AM will draw up a questionnaire on one sheet and there will be a box in the hall to put it in after it has been used.  
**Action: AM**

#### 5. Items still to purchase

- 5.1. PD suggested that we bought a hall console table to put in the Hunsley Suite for teas and coffees to be served. PC felt that this would get in the way of a big table for committee meetings. AM advised that there should be no kettle in this room because of health and safety concerns. He suggested we get some big flasks.
- 5.2. PD brought details of coat hooks on a piece of wood. They fold up. She will take this to the site meeting.
- 5.3. Dishwasher: BC has found a good deal on a dishwasher. The depth is 10 cm more than the worktops. There was concern that if there were pipes behind this then it would stick out further. To be raised at site meeting.

#### 6. Opening Party

- 6.1. Proposed date Sunday 26<sup>th</sup> November 2 – 5 pm. To be confirmed after site meeting.
- 6.2. PD has contact with The Three Amici who are tenors who sing classical and

light music. She could get them at a special price of £300 but not at a weekend. They normally charge £3000. The committee felt that we would need to have the opening party at the weekend so that workers could attend, as the Voices of Weighton were doing a concert in aid of the Hall on 3 nights 8-10<sup>th</sup> December and there was another concert the following weekend, we should postpone this until the New Year.

- 6.3. It was suggested that the oldest, the youngest and a wheelchair user be asked to cut the ribbon.
- 6.4. Look North and Cottingham Times to be invited.
- 6.5. It was agreed to have a flyer round the village and to provide refreshments.

**For further discussion.**

7. Visit of Alex from Big Lottery: 11.30 am Tuesday 2<sup>nd</sup> November.
8. East Riding Council Public Entertainment Licence: it was agreed that we do not need to inform the Council.
9. Rates: PC said that whilst sorting out the filing she had come upon documents which stated what our rateable value was according to the area of the building. The surgery was rated separately. We do not currently pay rates as we are a charitable body. PC to write to the Rates Office. **Action: PC**
10. Cupboard in Hunsley Suite: at the last site meeting PC had given the builders a rough plan of a 3-door 6 ½ ft high lockable cupboard with adjustable shelves, in which to store files, and seldom used items such as spare crockery etc. BC had a list of extra items which stated that this cupboard would cost £2,500 approx. It was agreed to see if Howdens could provide something cheaper but still lockable. They are currently in the hall fitting the kitchen and we hope to see the fitter on Thursday before the site meeting.
11. Publicity: once we have access to the hall we can take photographs to put in a colour brochure. In the meantime, PC will write to existing users and SS will canvas new users (see minute 3).
12. Caretaker: it was agreed to wait until we are open and then advertise for a caretaker to work as and when required, e.g. to clear leaves and snow, clean the outside of the hall, cut the hedge, help with furniture. A sign to be put up at the opening party.
13. Any Other Business
  - 13.1. The main road has recently been dug up to install a new electricity cable. David Hawkins has complained that he had no warning that he would not be able to get out of his drive. This was done by a contract firm employed by EDF.
  - 13.2. Keith Dymond, who lives next to the Hall car park has asked if we could cut down our trees which are shading his south facing window. The Trustees are very willing to do this and BC has contacted Richard Guymer to see if it can be done.
14. Date of Next Meeting  
2<sup>nd</sup> November, after Alex from Big Lottery meeting, 41 Potterdale Drive.