

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

MINUTES OF A MEETING OF THE TRUSTEES
MONDAY 19TH MARCH 2018, 7.00 PM, HUNSLEY SUITE,
LITTLE WEIGHTON VILLAGE HALL

Present: Mrs B Catterall (Chair), Mrs M Harrison (Treasurer), Mrs P Campbell (Secretary), Mrs P Davison, Mr R Mann, Mrs S Spinks, Mr A McKenzie
In attendance for item 1: Mr Ben Matthews

1. Brochure and Letterhead

Various amendments were suggested and it was agreed that Mrs Spinks and Mrs Davison draw up the definitive version of the brochure, with photographs for Mr Matthews to do the layout. It was suggested that 2,500 copies be printed @ £180 + VAT, 1000 letterheads and 1000 compliment slips @ £86 + VAT. RM to take photo of car park. Lottery logo to be included. **Action: SS, PD, BM, RM**

2. Apologies for absence

Mrs C Pickering, Mrs S Jackson, Mrs A Ringrose

3. Minutes of the meeting held on 20th February 2018 (previously circulated)

Approved and signed as a correct record with an amendment to minute 4.2 to add "There is a hand held microphone"

4. Matters arising from the minutes:

4.1. Letter of thanks to Howdens

AM to let PC have the details for her to write a letter. PC reported that the edge of the worktop had been damaged. AMcK recommended an aluminium strip.

Action: AMcK, PC

4.2. Audio Visual System

The system now works with VGA. Still trying to make the Mac book work.

4.3. Support and Training

a) No further information about hygiene course.

Action: AR

b) PC and PD will attend a CERT marketing course on Wednesday. **Action: PC, PD**

c) SS to organise a first aid course.

Action: SS

4.4. Snagging list

BC to contact RG re snagging list. Additional items: stiff doors: front door, first ladies toilet, fire escape, wooden folding door. The cream paint that has been used to touch up does not match the existing paint colour. The cream paint is flaking in various areas.

Action: BC

4.5. Extras for stage

It was agreed to ask permission from Big Lottery to purchase 3 more staging frames, a step unit, extra skirting, guard rail and back drop at a cost of £1315.00 + VAT. SJ had wanted "wings" but they do not appear in the catalogue.

Action: BC

4.6. Hole in the roof

BC to contact RG,

Action: BC

4.7. Bill from ERVAS for doing the accounts

The Parish Council had discovered a mistake in the accounts prepared by ERVAS. We retained £100 from the bill because of delays and mistakes. MH to find another accountant.

Action: MH

4.8. Gardening

The hedge has been shortened. PC to send the invoice to BC urgently for forwarding to Big Lottery. A very large number of plants have been donated by Colletta and Tyson and some from Gardeners Club members and will be planted on Sunday 25th. PC to put on Facebook page to try and get participation by Villagers. PC and PD to lay out plants on Saturday 24th. 6 mangers to hang on front path wall ordered at a cost of £90.

Action: PD, PC, BC

4.9. Three tenors

There will be only 2 tenors although they still call themselves the Three Amici. PD to try for 4th October. £250.

Action: PD

4.10. Other Entertainment Suggestions

a) The Gents – Ian Gibson and friend. MH to ask.

Action: MH

b) SS recommended a guitarist who does Buddy Holly, Johnny Cash and Elvis numbers. She will try for early December.

Action: SS

c) Zero to Zero: photographer Andrew Chandler went round the world taking photographs and has a very good presentation.

Action: PD

4.11. Fire Risk Assessment

PC and CP had carried out fire risk assessments and general risk assessments earlier in the day. The main cause for concern was the stiffness of the doors. A map showing the location of fire extinguishers, emergency exits, sources of heat, occupancy etc. has been placed on the committee notice board. No further information re. Inspection by Fire Officer. PC to re-write information for users, telling them about e.g. child protection policies which AMcK has already written.

Action: PC

4.12. Additional Kitchen Items

PD has purchased a large trolley and a towel holder. She will send the invoice urgently to BC to be sent to Big Lottery.

Action: PD, BC

4.13. Social get together

To arrange on a Sunday after other entertainments booked.

5. Treasurer's report

The current account balance stands at £3038.68, petty cash £160.94 and Fund Raising account £12,247.00. PD has not yet been paid for the picture hanging system. A grant for insurance has been made by the Parish Council. We received a refund of £54.36 for electricity. We still have half a tank of oil.

6. Secretary's Report

6.1. Parties are going well but no new regular weekly events have been booked. A yoga teacher had a look round but nothing further heard.

6.2. A frost thermostat has not been obtained because wi-fi needed. AMcK said that Lightstream fibre optic was due to be working in the Village within the next 2 months.

6.3. A question to be added to the booking form: “do you need help putting out chairs?”

7. Big Lottery Budget

Big Lottery are having a reorganisation and Alex will be leaving his post on Friday, therefore it is urgent that all outstanding requests go to Big Lottery this week.

Action: BC

8. Health and Safety

PC will re-write the risk assessments.

9. Any Other Business

We have a list of 19-20 people interested in helping. We should invite them for tea to see if they would be willing to help with clubs and groups or to become trustees. It was agreed to have an open afternoon on Sunday 24th June with Pimms, strawberries and cream 2.00 pm – 4.00 pm.

10. Date of next meeting

24th April, 7.00 pm, Hunsley Suite.