

MANAGEMENT AND FUND RAISING COMMITTEE  
FOR WHADDON VILLAGE HALL

Committee Meeting – Whaddon Village Hall Tuesday 30<sup>th</sup> October 2007 at 7.30pm

Present: Nigel Strudwick- Chairman Ted Webb  
Karen Coningsby – Secretary Carol Ginger  
Terry Allison Deborah Townsend  
Wendy Paton

1. **Welcome**

The Chairman welcomed members to the meeting.

2. **Apologies for absence**

Apologies were received from Yvonne Albery & Malan Peyton.

3. **Minutes of previous meeting**

Minutes of the previous meeting held on the 25<sup>th</sup> September 2007 were signed by the Chairman as correct

4. **Matters Arising**

1. Deborah Townsend has emailed the Buy@whaddon website to enquire after the commission which we should receive for those who used the link on the web site to buy goods. She has heard that one school has only recently received its money from last Christmas, but she will report their reply. We will do a leaflet drop to publicise it in colour and also have it put in the Newsletter for November. **DT**
2. Deborah Townsend mentioned 3 choices of a Post box for the front of the hall. Given the low amount of mail, it was decided not to buy a box and instead to put the secretary's address on the suggestion box for post. **KC**
3. We have not received the report and invoice for the PAT testing from Southern Electrical. Ted Webb to get in touch with Southern Electrical to see where the Invoice & report is. Terry Allison pointed out that we do not have to have a PAT test on everything every year it only has to be portable items such as kettles and vacuum cleaners. Fridges would only need to be done every 5 years. **TW**

5. **Village Hall Update**

The wall is now being rebuilt.

Ted Webb drew the Committee's attention to an article in the Cambridge Evening News of the previous week indicating that South Cambridgeshire District Council have a sum of money they can give as grants for hall improvements. SCDC will send us an application form. An application will need to be accompanied by a rough costing. Ted Webb has asked Mr Parncutt, the quantity surveyor present preparing costings for the renovation of the hall, to produce a separate costing for redoing the floor in a manner which will fit in with the larger renovations scheme. A block and beam floor is recommended with a choice of top coverings: wood would be the first choice, but possibly with a temporary covering installed pending the other work on the hall. This would take the main hall out of commission for approximately 6 weeks. The QS and the Architect met at the Village Hall this week. The QS does not think we should submit the plans yet to SCDC as he may be able to save us some money by suggesting some changes. It is hoped that the Parish Council will hold a public meeting about the hall before Christmas.

As with any grant-aided proposal, it is a condition for a grant from SCDC that the Parish Council will have to provide the first 10% of the cost. The Committee expressed its willingness to offer funds to enable the PC to reach that amount.

6. **Correspondence**

An invoice from Newflame for the check on the fire equipment.

7. **Treasurer's report**

There was no Treasurer present to report.

8. **Lettings and maintenance**

1. Nigel Strudwick met with Grace Williams on Sunday 28 October to discuss how she felt about cleaning the hall; he subsequently circulated some proposed guidance notes to the committee. He has undertaken an informal risk assessment with Grace, to ensure that she understands any risks. Terry Allison pointed out that a particular risk assessment should be done for 16-18 year olds. It should cover chemicals, lifting, height, security, fire, working alone and any other emergencies. High Level cleaning should take place at least every 6 months. We will give Grace a small token at Christmas for all her help. The Committee agreed with the document and Nigel will now forward an updated document to Grace for her and her parents' comments.
2. Bookings: there is a New Dog Club meeting on Thursdays at 7pm. Line dancing is still going strong. The Caravan & Camping club came for the weekend, and they paid £140. They are the East Anglian Camping Club and they are going to put Whaddon on their website. Regular lettings are still going strong. A gold ring was found in the ladies toilets, and efforts thus far to locate the owner have been unsuccessful.
3. Maintenance – Some holes were noted in the floor, and rats were suspected, but in fact it is damage to the floor (see above for a possible solution). The manhole cover at the entrance of the hall is collapsing again. It needs attention. Ted Webb will ask the contractor rebuilding the wall to quote.

TW

9. **Fund Raising Events**

Quiz Night: a brief *post-mortem* took place on the cancellation of the October quiz night. We will have the next on 26<sup>th</sup> January 2008 with just snacks and ask participants to bring their own drinks. It needs to go in the Newsletter by the 11<sup>th</sup> November. Wendy Paton now has the A-Frame board which Ken Green acquired for us with Deborah Townsend's help. Terry Allison will get 6 bottles of wine for the 1<sup>st</sup> prize. We will need to do a leaflet drop nearer the time.

Summer event – 21<sup>st</sup> June 2008 – a Hog Roast was suggested as an alternative to the BBQ. Deborah will try and organise a band and will also contact the Bassingbourn camp regarding the Minden band rock section. Karen Coningsby will contact Russell's and Ginger Money regarding the Hog Roast and also Russell's about a bouncy castle.

DT/KC

Christmas – Deborah suggested a get together at her house in December date to be confirmed.

10. **AOB**

None.

11. **Date of next meeting – TBC**