

MANAGEMENT, MAINTENANCE AND FUND RAISING COMMITTEE
FOR WHADDON VILLAGE HALL

Committee Meeting – on 10th January 2006 at 7.30pm at 3 Town Farm Close

Present: Nigel Strudwick Ted Webb
Karen Coningsby Malan Peyton
Di Charles Yvonne Albery
Anne Warrack Terry Allison

Apologies: Wendy Paton, Debra Townsend

1.1 **Welcome**

Nigel Strudwick welcomed members to the meeting. A big thank you to Nigel for holding the meeting in the comfort of his home.

2.1 Minutes of the previous meeting held on the 15th November 2005 were signed by Nigel Strudwick as correct.

3.1 **Matters arising**

1. Ted Webb has written to Nick Shaw asking for Anne Warrack to go on the development committee. TW
2. We will check with Debra Townsend about the floor sealant. DT
3. Yvonne Albery has everything she needs to fill in the forms to claim the VAT back. YA
4. We will wait and put planings down when the sewerage work has been completed.
5. Hand driers: QVS are a big Electrical firm and Malan Peyton will purchase 2 hand dryers from them approx £89 each. MP
6. We have agreed to leave the committee as it is for the present as no one has come forward to join.
7. Yvonne Albrey has received the forms for rate relief; these have been filled in a sent back with a letter. We may get the rates cheaper or free.
8. Drains – 4 quotes were sent out and only 2 received back. 1 for £11,300 from Brian Charlwood, 2nd £12,095; both are without VAT. We will have a chance of getting a 40% grant from SCDC in the present financial year as we now have 2 quotes and 1 refusal. Yvonne Albrey and the PC to send in the grant forms. There was some discussion on how best to connect to the mains. TW/YA
Option 1. To ask the O'Connor's to join with their

pipe.

Option 2. Join up with manhole across the corner of the recreation ground and dig a trench between two Chestnut trees.

TW

Anglian water is to be asked by Ted Webb for advice on the best method.

The Management Committee agrees to contribute £6000 in the first instance, and will consider further payments.

Clive Hough is keen to advise the Parish Council or the committee on disabled toilets. He will only charge for his expenses i.e. paper etc. He would need a letter from either the Parish Council or the committee. Anne proposed that we pay for Clive's offer of advice, seconded by Terry Allison. We would prefer if he submitted his accounts monthly.

KC

9. External lighting: 5-6 drawings were sent out for quotes. None have come back. Yvonne Albrey has followed up by phone, but has no indication of interest at the moment. The lights will be on timers and not sensors.

YA

10. Risk Assessment: Terry Allison has arranged to carry out a Risk assessment on the cleaning. Grace Williams is under age and cannot be there on her own. One of her parents will go with her so she is not alone.

TA

11. PAT testing was carried out and all OK. We will receive the report with the bill.

KC

12. A letter will be sent to Andrew Townsend, the new Handyman, to establish a procedure for communicating jobs and authorising expenditure. Jobs will be listed in a letter/email or in the committee minutes. An expenditure of over £100 will have to be referred to the Chairman. The Management Committee will pay for his time spent on all ordinary maintenance jobs on the hall.

4.1 **Correspondence** – No correspondence received.

5.1 **Treasurer's report**

£17,700 in deposit account

£187 lettings banked

Electricity bill – meter needs reading again.

Signs – Two cheques were sent to the company, 1 by the Village Hall and 1 by the Parish Council. The Village Hall cheque has been cashed, but the Parish Council cheque appears to have been lost. The Parish Council will reimburse the Village Hall for the signs approx £103.

Treasurer to update committee on what has been spent on the Hall.

6.1 Lettings & Maintenance

We have the normal bookings and two enquiries.
Di Charles will get in touch with the Royston Celtics about hiring the pitch.

DC

Maintenance

The middle doors need tying back and a note putting on then saying please do not use.

7.1 Fund Raising Events

Quiz Night – The Fish & Chips have been booked.
Debra Townsend is to print tickets & leaflets.
Check on the alcohol licence situation with James Coningsby.
Tickets £6 per person.
We may need to ask Keith Harker for help with questions.

DT

KC

DT/MP

Malan Peyton to ask Wendy Paton regarding the possible Jazz night.

MP

Film scheme as a future option – SCDC have a scheme whereby they have a DVD player and a projector with surround sound available to borrow; DVDs can be hired for public showing for £88.

KC

BBQ – 1st or 8th July. Karen Coningsby to get in touch with the band from last year.

Some think that the tents are impersonal and not very friendly for meeting people. They were put up for protection for a special needs person.

Some seem to think there should be ways of encouraging more interaction between those present.

It is suggested to investigate a kid's karaoke.

The alcohol licence situation will have to be investigated.

We will consider this event further at the next meeting.

Since the meeting the BBQ will be the 1st of July as the Band could not do the 8th July.

8.1 AOB

Nothing

9.1 Date of next meeting – Tuesday 21st March 7.30pm. Venue to be decided.