

MANAGEMENT AND FUND RAISING COMMITTEE  
FOR WHADDON VILLAGE HALL

Committee Meeting – Whaddon Village Hall on 9<sup>th</sup> May 2006 at 8.00pm

Present: Dr Nigel Strudwick- Chairman Ted Webb  
Karen Coningsby - Secretary Di Charles  
Anne Warrack - Treasurer Wendy Paton

1. **Welcome**

The Chairman welcomed members to the meeting.

2. **Apologies for absence**

Apologies were received from Yvonne Albery.

3. **Minutes of previous meeting**

Minutes of the previous meeting held on the 21st March 2006 were signed by the Chairman as correct.

It was agreed that for future reference, the offices held by members of the committee should be indicated in the minutes as far as possible.

4. **Matters Arising**

1. Floor Sealant: no update is available. DT
2. Risk assessment on Grace & Luke Williams: no update is available. TA
3. We still have not received the bill for the PAT testing or the report. TW
4. Dividing door in the middle of the old part of the hall still needs pinning back; a mortise lock for the cupboard also needs fitting. Handyman
5. A Handyman has been appointed by the Parish Council. He is Mike Carter from Arrington, a self-employed plumber and handyman. He will be paid £8/hr by the Parish Council. He was told that there may be work for him to do from the Management Committee, which will be subject to this Committee's informing him. Ted Webb to give the Secretary Mr Carter's contact details so she can speak to him to establish a procedure with regard to jobs that need doing, and to enquire if he uses email as this is a good way to correspond. TW/KC
6. **Village Hall development:** Drains: All paperwork from Parish Council and Brian Charlwood has been sent to Anglian Water for their approval before any work can be carried out. It is hoped that they will respond this month.

7. External lighting: This has started in the hall, and the outside lights and wiring has been installed. The time system that was chosen is not regarded as quite appropriate for the needs of the hall, and the installer is contacting his supplier to obtain another system. This will be completed within the week. There was a complaint from the Jazz Club on the 8<sup>th</sup> May as they had no light in the annex; this was due to the fact that the wiring was incomplete. Wendy Paton, as a gesture of goodwill, has refunded them the payment for that session. Also, when Grace Williams came to clean on Sunday, her mother was not happy about her cleaning as there were cables hanging down and she was unsure whether they were live or not. They were checked and found not to be live.
8. Development proposals: Clive Hough has been asked to come up with his ideas for the hall by 6<sup>th</sup> June. Ted Webb will then call a meeting either to discuss his proposals or to consider alternatives if we do not hear from Clive.

TW

5. **Constitution and Standing Orders**

The Chairman introduced the revised constitution and standing orders for this Committee. A proper constitution is an essential part of the materials to be submitted to a grant-awarding body; in addition, the role of the committee has changed. The Parish Council has offered its comments on the draft document prepared by the Chairman of this Committee and the Chairman of the Parish Council and one change has been made. The Management & Fundraising Committee brought up several points to be raised and changed if possible. It was felt that several minor issues need to be checked with the Cambridge Association of Local Councils, and Ted Webb agreed to do this; any changes will then be made to the document by the Chairman. Once all changes have been made it will go before the Parish Council at the AGM on the 15<sup>th</sup> May to be adopted.

TW/NS

6. **Correspondence**

The Secretary has received an email from the Parish Clerk (Yvonne Albery) stating that the VAT is being done at present in conjunction with the Parish Accounts.

7. **Treasurer's report**

The Treasurer has issued a set of accounts for the committee to inspect. An approved copy was signed by the Chairman. The Treasurer raised the issue of receipts for hall income; Wendy Paton keeps a copy of who has paid what on her computer and this can be used as a receipt for the Treasurer. The Chairman thanked the Treasurer for doing the accounts and she in turn thanked Wendy Paton for the excellent job she is doing as

lettings officer.

8. **Lettings and maintenance**

Football: Wendy Paton had an enquiry from a football club, who considered the proposed charge of £25 per match excessive; they have yet to come back to her. It was agreed to ask for £20 per match for adult teams and £15 for children's teams. The Committee indicated its willingness to purchase a white lining marker for the pitch up to the price of £300, in an attempt to make the pitch more marketable.

KC/WP

We have a new letting, a music group who have indicated that they will hire the hall on Thursday for 2 hours.

There are various other bookings. July is quite busy with bookings for the Hall and Marquee.

Wendy Paton requests the Parish Council meeting dates for next year, to prevent conflicts with groups who also use the facility on a Monday evening.

YA

Some people are parking on the Basketball court, despite the notices, and in time this will damage the court. It was agreed that those using the hall should be reminded that such parking is forbidden.

WP

It has been noticed that some tiles are broken on the garaged edge about two rows, and the handyman will be asked to check them.

Handyman

9. **Fund Raising Events**

**BBQ** – The meeting was held on the 3<sup>rd</sup> May. Prices for the tickets were set at £9 adults, £5 children/concession and under 5s free. We will cater for 200 approx. The band is booked and will cost same as last year (£360). Committee members will be allocated with tickets to sell. Ann Newberry is printing the tickets.

**Car Boot Sale** – provisional date 9<sup>th</sup> September. Plans to be discussed at the next meeting.

10. **Any other business**

The Chairman will be going away for approximately 10 months teaching in America. The Parish Council has agreed to give him special leave. Ted Webb will be acting Chairman while Nigel Strudwick is away. Nigel will still receive copies of the minutes via email and will be available for long-distance consultation if needed.

The Village web site went live last weekend (29<sup>th</sup>/30<sup>th</sup> April). The web site address is <http://www.whaddon.org>.

11. **Date of next meeting – 4<sup>th</sup> July 7.30pm in the Village Hall.**