

## Whaddon Village Hall and Recreation Ground Trust

### Committee Meeting – Whaddon Village Hall 2<sup>nd</sup> July at 8pm

**Present:** Wendy Evans – Vice Chairman  
Karen Coningsby - Secretary  
Peter Haselden- Treasurer  
Carol Ginger  
Lee Ginger – Holding Trustee

Member of Public – Malan Peyton

1. **Welcome**

The Vice Chairman welcomed members to the meeting.

2. **Apologies for absence**

Jenna Lewis –Chairman, Deborah Townsend, Neil Gallery and Natalie Hanlon

Jenna Lewis arrived at the end of the meeting.

3. **Declaration of Interest**

No declaration of Interest.

4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 18<sup>th</sup> June 2012 were signed by the Vice Chairman as correct. The AGM minutes were signed as correct Alteration to AGM minutes was under point 3 Trustees – Jenna Lewis will contact Philip Peacock to determine on what timescale we need on additional Trustees.

**JL**

5. **Matters Arising**

1. PAT testing still to be done.

**LG**

2. Hire agreement to be circulated and approved at next meeting and then implemented.

**WE/KC**

3. Jenna Lewis to check with Philip Peacock regarding change of Hirer price as they were not set at the AGM

**JL**

4. Fixed cost expenditure to be agreed with Jenna and Peter as required under the risk assessment.

**JL/PH**

5. Neil Gallery to report on Playground Maintenance on a quarterly basis in meetings.

**NG**

6. Jenna Lewis to identify what needs to review appropriate method for signing off account at AGM in absence of Treasurer.

**JL**

7. Key agreement – All Trustee who have keys will have to sign an agreement. Carol Ginger, Lee Ginger and Peter Haselden are happy to use the key from the safe rather than having a key. The agreement needs to be change to £100 instead of £10 if a key is lost. Internal keys + bollard + garage will be put on a board and

**ALL**

kept in the electricity cupboard. Malan Peyton asked if all Hall users will be asked to sign the key agreement. The answer was no. Each key in the cupboard will have a fob as to which key it is. Malan Peyton has collected all the keys from councillors. The only one with a key is the Clerk. Tiny Talk teachers will be offered the choice. Wendy Evans will have to check to make sure the key is in the safe it may be better to put the key through Wendy's letterbox and then Wendy will put it in the safe.

**WE**

8. First Aid kit has been purchased and put in the kitchen with the accident book.

9. Peter Haselden has a call from a friend who knows someone who could help raise a lot of money. The number has been passed on the Lee Ginger.

**LG**

6. **Correspondence**

1. ROSPA report has arrived and need to go to Neil Gallery.

**PH**

2. A letter arrived from EON electricity say the meter needs changing. Wendy Evans to ring and find out when it will be replaced.

**WE**

7. **Treasurer's report**

Profit of £729.78 – most of the came from the Magic evening.  
Play ground funds £3322.48 kept in a separate account  
The missing £35 for Hidden Gardens has been paid by Wendy Evans as she felt that she had in error claimed £35 twice.  
£31,604.38 current assets  
£619 .95 still needs to be paid.  
£1321.50 profit was made at the Hidden Gardens.

8. **Lettings**

July is a full month with Birthday parties and Cricket matches. The cleaner has been away or 5wks and Wendy and Dave Evans have been doing the cleaning. The cleaner does sign every time she is paid.

A complaint from Natalie Hanlon regarding the mess of the Hall on Monday morning was read out.

Party in the Barn Committee would like to use the tables and Chairs for the 6<sup>th</sup> July.

9. **Maintenance**

No maintenance reported.

10. **Fund Raising Events**

1. **Hidden Gardens-** Wendy Evans would like to thank everyone who helped on the day. One of the banners has gone missing from Bassingbourn.

2. **Cambridge Community Foundation** – An email

came for the Parish Council and Wendy Evans sent an interest form into them. She phoned them and the form had to be in by the 2<sup>nd</sup> July. If they come back we will have to put in some prices. We have some estimates that the QS did. In order to get £40,000 we need to spend up to £150,000. Work to the main hall will be about £50,000. It may be more as we want to move the kitchen.

3. **Community Café** – Quite a few cakes were left over from the hidden gardens. During the school holidays depending on the weather we could open the hall and sell tea and cakes.
4. **Back ground Book** - Book to be used for supporting documents is still on going.
5. **Lottery update** – Lottery grant will go in within the next month. Waiting for information from Jenna Lewis.
6. **Quiz Night** - Keith Harker has offered to run a quiz night in the autumn. Karen Coningsby to give him the date of 20<sup>th</sup> October.

JL

KC

11. **Car Parking**

The Parish Council have £25,000 to spend on external use. This money has come from section 106 agreement to do with the building of the Affordable Homes. Wendy and Dave Evans have done plans and she has received 3 quotes.  
NJS £9500 + VAT  
Wedge Contracts £12,276 + VAT  
Welham Surfacing £ 7032 +VAT this one does not include new railings  
Main quote is for Tarmac the area in front of the Hall and remove shrubs etc. also remove benches and alter the way the railings go.

All Trustees to agree on which quote to go with. Karen Coningsby to scan quotes and plan and send to Trustee who were not at the meeting and to send her a reply by Thursday 5<sup>th</sup> July. Wendy will then send a proposal to the Parish Council to see if we can get a grant from them. If the PC were to proceed with the proposal they would be able to get the VAT back.

KC

WE

12. **Topics for the next AGENDA**

Cricket Club Hire fee

13. **Date of next meeting –Tuesday 14<sup>th</sup> August 8pm in Village Hall. Please note change of date.**