

Whaddon Village Hall Recreation Ground Trust

Committee Meeting – Whaddon Village Hall 7th February 2012 at 8pm

Present: Jenna Lewis –Chairman
Karen Coningsby - Secretary
Peter Haselden- Treasurer Wendy Evans
Deborah Townsend Carol Ginger
Andrew Buchanan Neil Gallery
Natalie Hanlon

1 **Welcome**

The Chairman welcomed members to the meeting and thanked Wendy Evans for putting the fires on early.

Signing of Accounts

2. The accounts have been signed by both Jenna Lewis and Peter Haselden and are now with the Auditors. The charge was around £60 for the Village Hall Management Committee accounts but will increase between £200-£300 + VAT for charities but Peter is hoping to get them down to £60 +VAT.

2. **Apologies for absence**

There were no apologies.

3. **Declaration of Interest**

There were no declarations of interest.

4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 21 November 2012 were signed by the Chairman as correct.

5. **Matters Arising**

Meeting to be held in January was cancelled as we were not quorate but a small group got together and some actions were dealt with.

1. Jenna Lewis did speak with some members of Party in the Barn committee, who are happy with the trust having the £1000 they would like it to go towards the refurbishment. Neil Gallery confirmed this in the meeting.
2. Possible car boot date for the future
3. Jenna Lewis still needs to do a risk assessment.
4. Lee Ginger will have the PAT testing done.
5. Paxton Builder has started and is not VAT registered.

JL
LG

6. **Correspondence**

1. Newflame have serviced the fire extinguisher and

Wendy Evans was given the report. This has now been handed to Jenna Lewis to keep with the insurance policy.

2. Temporary License has been received. Thank you Deborah
3. Wendy Evans, Natalie Hanlon and Karen Coningsby have shown interest in attending the workshop for Village Halls.
4. Licenses PPL changes. Our hire agreement needs to be adapted to include the necessary cover for PPL licenses. Jenna Lewis has asked Acre for a copy of their model agreement that includes the necessary clauses and we will adapt our agreement accordingly.

JL

7. **Funding**

Lottery Grant

1. Lottery grant – About 1/3 of the application has been completed. It is critical to include the benefits that the hall brings to the community rather than the problems about the building. In summary, to achieve the funding we have to prove that it is needed.
2. All 50 word activity summaries are need.
3. It will be called the Whaddon Centre project – this gives the feel of a community project.
4. There is funding out there for girls and sports.
5. It is possible that we will need to split the project into two phases, the refurbishment of the existing all and then the extension to include additional facilities. We currently have £50,000.
6. We need other consultations for Mother and toddler. They are not prepared to stay behind for an hour or so. So the best idea would be to give them a tick box form to fill in.
7. Natalie Hanlon provided an example of a need statements from those who would like to use the hall but can't at the moment because of the poor condition of the hall. We agreed that such needs letters were valuable and indeed the analysis of the youth consultation conducted by Neil has highlighted the number of additional miles done by villagers to attend clubs which could be done in Whaddon if the facilities were improved. It was agreed to send letters to the clubs that the kids currently attend asking the organisers to indicate their facility needs and so providing evidence as to the nature of the facilities required in Whaddon to meet the needs of the these clubs and so the young people.
8. Neil Gallery to email Natalie Hanlon the questionnaire it has 3 questions.
9. Peter Haselden to do the same Neil to send to Peter as well.

NG

NG

NG

B. Heat Pumps

1. London Southern Counties Rep said they had funding but not now. They have send Andrew Buchanan links. There is funding available with grants if submitted before 29 February. Andrew will address the technical questions with Lee and aim to submit an application by end of Feb.
2. Laurie Parcutt is an H & V Engineer. He has been looking at air & water heating. Favourite heating is under floor heating. He will be able to provide the necessary information to Lee and Andrew

AB

C. Other Sources

1. Charitable foundations specifically for Village Halls part or fully.
2. Neil Gallery will look at websites to see what ones we can use.
3. The second grant from the Parish Council needs to be with them by the 12th March it needs to be for the everyday running costs. Peter Haselden and Jenna Lewis are working on this.
4. Wendy Evans has produced a summary prospectus "The Whaddon Dilemma". This is a great start but to be able to be used for all different types of funding needs to be comprehensive. Wendy Evans and Neil Gallery to get together to put the prospect together.
5. Gabby Van Poortvliet has written to SCDC (Richard Hales) re £25,000 grant, but had no answer so asked Nigel Cathcart to pursue. Nigel has explained that Jennifer Lewis now needs to follow up with Joseph Minuelto. The grant was awarded to the Parish council so will have to be given to the Parish Council first. PC will they pay the Trust. The PC will pay for the windows. Wendy Evans to get quotes to individual windows and one for all three together.

NG

PH/JL

WE/NG

JSL

WE

9. Build Project

There is thought that the project could be split into phases to allow the main hall to be refurbished first and the extension at the back to be build at a later date, once more money had been raised. The current proposal as discussed:

Everything beyond the hall would be removed, the alcove could be turned into the ladies and gents toilets with at small kitchen area. To do up the main hall would cost around £150,000.00 this would leave £250,000.00 for the new part.

After a long discussion the following was decided:

Retain the back room as is and paint it make necessary superficial repairs. Refurbish front hall completely with new windows, insulation, floor, heating and electrics. If we have to put in a disabled toilet we will have to adapt plan as necessary.

LG

Lee Ginger to get detailed costing from Barry Sharman on the main hall refurbishment.

10. **Fund Raising Events**

1. **Comedy Night** – All booked for the 24th March. Poster and flyers have been done. Deborah Townsend to do the tickets. We can seat between 80-100. Each trustee is to be allocated a number of tickets to sell. Tickets will be £10 including a Chilli supper. We will have a bar and raffle. Ian Keable will take 70% of the £7, he take a minimum fee of £150. He will do two ¾ to 1 hour sessions. It will be a cabaret style. DT
2. **Diamond Jubilee** – 4th June. BBQ lunch will need to know numbers. Suggestions free invitation for villagers and if they have family coming will have to pay for the food as likewise if they is anyone using the playground. We could do a tug of war and games for kids. We could have floats theme red, white and blue. Jenna Lewis is to write a piece for the newsletter. JL
Open Gardens – 24th June. Carol Ginger is doing the catering. Wendy has sponsorship for the programme. Wendy has approached someone to turf the grass where the cars have been going over to park near the fence, She has also been in contact with her friend from Camelot to see if they will match what we raised. She has sent a copy of the Whaddon Dilemma to her. Wendy has written to other Garden clubs and will purchase another banner.
3. **Bramall Homes** –Wendy Evans has sent a letter on the 26th January and has heard nothing. She is still hoping they will do something.
4. **Playground** - Will Elbourn is the new maintenance engineer and has had his final training. He has been paid up to July. Neil Gallery has proposed that the bollards have been put back in. The Whaddon Playground Project will pay for the special grass repair to be made.. Bramall Homes with giving the PC £20,000, which the PC currently propose to use for car parking.

12. **Lettings**

Police crime division have asked about hiring the hall in May and November.
Wendy Evans is trying to get Rosemary Connely group to use the hall.
Peter Haselden to look at the number of bookings against the cost of the heating as the last electricity bill was £50k PH

13. **Maintenance**

The work on the roof has started by Paxton Builders. Karen Coningsby asked that in future an email is sent around

notifying trustees that the work has started. This is particularly relevant when the tradesman has no markings on the van so it is unclear who is on the roof with a ladder.

13. **AOB**
There were no AOB.
14. **Date of next meeting – Monday 5th March 2012 8pm in the Village Hall.**