

# **Whaddon Village Hall Recreation Ground Trust**

Minutes – Monday 18<sup>th</sup> June 2012 - Whaddon Village Hall at 8.30pm

Present: Jenna Lewis – Chairman  
Wendy Evans  
Carol Ginger  
Neil Gallery  
Natalie Hanlon

## **1. Chairman's Welcome**

The Chairman welcomed members to the meeting.

## **2. Apologies for absence**

Lee Ginger  
Karen Coningsby – Secretary  
Peter Haselden – Treasurer  
Deborah Townsend

## **3. Declaration of Interest**

Neil Gallery proposed his wife Carolyn Gallery would like to take over the role of maintenance of the Village Playground. Jenna Lewis to check with ACRE whether this is permitted as she is related to an employee of the Trust.

JL

???

## **4. Minutes of Previous Meeting**

Minutes of the previous meeting held on 5<sup>th</sup> April signed as correct.

## **5. Matters Arising**

- a) Risk Assessments have now been completed by Jenna Lewis. Action Plans resulting from this have been defined. These were shared at the meeting and hard copies were provided to Trustees as each individual has actions to be taken.
- b) Hire Agreement to be circulated, reviewed at the next meeting and then implemented ASAP (by 30.07.12).
- c) Peter Haselden to forecast Fixed Cost Expenditure for the coming year as per Risk Assessment.

JL

WE/KC

PH

- d) Budget to be reviewed at next meeting. **NG**
- e) Neil Galley to report on Playground Maintenance on a quarterly basis in meetings. **NG**
- f) PAT testing not completed. **LG**
- g) ROSPA not been completed. Neil Galley to arrange inspection. **NG**
- h) Neil Galley provided apologies for not completing any outstanding items from previous minutes.
- i) Windows have been installed and signed off.
- j) Neil Galley has paid for the drink purchased at the Magician Show.
- k) Book of supporting documents is on-going.
- l) It was agreed that we would review the appropriateness of the PPL/PRS to each event. **JL**
- m) Deed need to be updated with Natalie Hanlon as new Trustee and Will Burchett and Andrew Buchannan removed.
- n) Accident book has been purchased and placed on site.
- o) Jenna Lewis to identify what needs to review appropriate method for signing off accounts at AGM in absence of Treasurer. **JL**

## 6. **Hall Matters**

- Wendy Evans obtained funding from the Neighbourhood Watch (Mike Monks) for the new Hall Key Box, notice board and A-Frame chains. Much thanks to the Neighbourhood Watch.
- Key Agreement has been issued to the Line Dancer and to be given to the Aerobics. Doesn't apply to the cleaner as she is not a User.
- Key Agreement policy to be sent to Karen Coningsby to uploading to the Village Website. **NH**
- Natalie Hanlon to take ownership of the Village Hall Key distribution. Will maintain copies of the agreement & policy documents. Needs to be retrospectively applied to everyone with a key.
- 2 further keys to be cut. Wendy to arrange and then distribute to remaining Trustees. **WE**
- Natalie Hanlon to print more Agreement Documents for WE. **NH**
- Jenna Lewis to ask the Parish Council who has a copy of the key and to request their return forthwith. **JL**

## 7. **Correspondence**

- Confirmation of engagement of accountant.
- Letter re: Community Oil Buying scheme has been

received. To be forwarded to the Parish Council.

- Energy Savings brochure received.
- Insurers have confirmed that no further cover is required for the Open Gardens providing each householder also has appropriate insurance.

## 8. **Accounts**

Postponed to next meeting.

## 9. **Fundraising**

### **Open Gardens**

- We have received sponsorship & donations from the following:
  - Trulite = £50
  - Shire Tree Surgery = £40
  - Bumpkins = £35
  - Other = £20
  - Luke Harris = £50
- We have received the following raffle prizes:
  - Tesco = Digital Camera
  - The Pheasant in Chishill = Meal for Two
  - Philimores
- We have a number of new banners and advertising on Radio Cambridge.
- Wendy Evans is looking to obtain Match Funding from Camelot.
- 60 programmes have already been sold (£300)
- Wendy's Neighbour kindly printed the programmes.
- We hope to have a 'Taxi' service running along the route.
- Tea & coffee help is needed on the day. Jenna & Wendy Evan's sister.
- Tea, biscuits and squash still needed. Carol to purchase. **CG**

### **Autumn Quiz Night**

- Date set for 20<sup>th</sup> October and to be organised by Neil Galley and Wendy Evans. The date needs to be put in the newsletter ASAP. **WE/NG**

### **Formal Funding**

- Lottery update: None
- SCDC Update: Joseph wants more info. Holding letter sent.

## 10. **Lettings & Maintenance Report**

Guttering still needs to be fixed. This is not an easy job as is **DE**

means connecting two different types of guttering.

11. **AOB**

- Wendy Evans: P106 Funding. Bids need to be submitted to the council if we want funding for the car park. Quotes are being obtained by Wendy Evans. Decision needs to be made though, re: what we want the funding for. A review of the consultation outcomes needs to be made to see what villagers want from the Hall or Recreation Ground. Parish Council will be notifying the village that this funding is available and anyone can apply. **WE/NG**

12. **Date of Next Meeting**

2<sup>nd</sup> July, 8pm.