

Whaddon Village Hall and Recreation Ground Trust

Committee Meeting – Whaddon Village Hall 1st July 2013 at 8pm

Present: Jenna Lewis –Chairman
Karen Coningsby - Secretary
Peter Haselden- Treasurer Wendy Evans – Vice Chairman
Carol Ginger
Nikki Morton Nikki Lewenden-Latta

1. **Welcome**

The Chairman welcomed members to the meeting.

2. **Apologies for absence**

Natalie Hanlon and Deborah Townsend

3. **Declaration of Interest**

There was no declaration of interest.

4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 4th June 2013 were signed by the Chairman as correct,

5. **Matters Arising**

1. Electrical leave until after the refurbishment.
2. ROSPA report has been circulated.
3. Christmas Bazaar – Nikki Morton has three interested.
4. Ice Creams sales are going ok. – Has Deb's got her Health and Hygiene certificate and what about insurance? Karen Coningsby to email Debs.
5. David Evans has looked at the heater in the ladies loo and it is not leaking but people do not always turn it off properly.

KC

6. **Correspondence**

1. Funding- We have received £2000 from Bernard Sunley, They would like before and after photo's. Nikki Morton has agreed to do this.
2. Garfield Weston - £7500 they have also asked to photos and be kept up to date with the work.
3. Co-op - £1100 this is for the table and chairs. They would like to come to the opening launch.

We have agreed to have photos once a month.

Start date will be 5th August and they will complete by the end of October. The letter of intent was signed and sent the Sharman Knowles. The contracts will be signed shortly.

4. Nigel Cathcart said go for all the money and put receipts in and see what we get.
5. Jenna Lewis will put the receipts in for the cheque for Sharman Knowles, Invoice for Mechanical Engineer and planning invoice. South Cambs District Council

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will want the full spec.

6. Radiant heaters – not made clear where they were going but now they will be down the centre of the ceiling. Uplighters on the walls.
7. The door from the kitchen to the outside will be free.
8. When we get the contract it will be quite clear that the door will be free.

7. **Playground**

1. The zip wire remains closed. Trip zone in the basketball zone as this cannot be removed suggestion is to try and fill it in. Possibly put up a warning sign as a potential hazard.
2. Wendy and David Evans met up the Neil Gallery and David has agreed to do the Monthly inspections on the playground equipment. Neil and Dave will do them together for a while. Insurance company say we do not need to do weekly inspection but we will carry on with these as things can be picked and passed on for the monthly inspection. (wording – “Re note 2 on the schedule, the policy requirements is for a monthly inspection A weekly inspection is an ideal scenario but provide the VG s complying with the Monty inspection there are no insurance implications”)
3. We have received and lever arch file from Neil Gallery with all the weekly reports up to date. The first monthly inspection will be on the 6th July. Neil suggested that monthly inspection we after the WVHRGT’s meeting. The notes on the weekly inspection be passed to David. Non urgent ones can wait. Neil’s suggestion that the weekly inspection if something can’t be done then and there it goes on the monthly inspection. If urgent someone should contact Neil. Also if some notices a part missing something from Fenland then contact Neil and he will liaise with Fenland.
4. Re Safepay/ROSPA inspection, Neil is waiting for them to report back as to why the swings, zip wire and springies have failed their recent inspection when previously they haven’t.
5. Re Fenland – They are sending an inspector and cannot understand how the items have failed.
6. Wendy Evans will try and get some big black sacks for the bins.
7. Baby swing - £80 + VAT and posting & packaging. Neil and David will put the swing up.
8. David will be paid £8/hr for 5 hours work on the monthly inspections.
9. Of all the weekly inspections done there is 6 open points. One has been done. The lever arch file will be kept and Wendy’s house one you have done an

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inspection mail it through Wendy's letterbox.

10. Wendy mentions her niece had a cake sale and have given the trust £40.

11. The weekly inspection rota has been done and some are on the web calendar.

8. **Treasurers report**

We have received £520 in rental from 1st April, £1400 for insurance. Down £900 this year. £21000 in grants, £7000 in grants up £14000.

Other account £49000

Refurbishment - £3229.47 left in bank as long as loan goes through. We do have enough cash to go ahead with the work.

If we can raise another £7000 it will be good. Peter Haselden and Jenna Lewis would not have to put money in.

Wendy Evans to ask if builder will let us pay in 60 days.

Peter has put in a new precept request to the Parish Council.

For the railings painting Peter needs the receipts to be able to claim from the PC.

Insurance share for playground will put up a percentage in the precept.

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9. **Fund Raising Events.**

We may have to change the date of the Quiz night.

Peter Haselden is still trying to get more out of ECB.

10. **Lettings**

Wendy Evans has received some very promising letting enquires.

A Marshall Arts club has enquired to have the hall on a Tuesday evening they will come back to Wendy.

Royston Table Tennis club would like to use the hall on a Thursday.

We will need to let the regular users know and any potential users that the prices will need to go up.

Wendy asked if board could be put up at the Church Fete to let people know the progress on the Hall.

Maintainance

There was nothing to maintain.

Garage clearing

There is an old salt bin and old fridge in the garage. Roger Huffer has offered to take it to the dump.

Metal railings – Wendy has made several phone calls to try and find someone to purchase the railings. Scrap metal firm will take them will they will charge £50 to come and collect. Cupboards have been sold.

Garage clearing to take place on 27th July and if not all done on the 3rd August.

Steve Wilson needs to be asked if he can take the BBQ home as we need the space.

KC

13. **Date of next meeting – 6th August 2013 8pm at Wendy Evans house Church Street.**

