

Whaddon Village Hall and Recreation Ground Trust

Committee Meeting – Whaddon Village Hall 3<sup>rd</sup> December 2013 at 8pm

Present: Jenna Lewis –Chairman  
Karen Coningsby - Secretary  
Wendy Evans – Vice Chairman  
Deborah Townsend Carol Ginger  
Natalie Hanlon Nikki Morton

Holding Trustee: Lee Ginger

1. **Welcome**

The Chairman welcomed members to the first meeting in the newly refurbished hall.

2. **Apologies for absence**

Peter Haselden

3. **Declaration of Interest**

No declaration of interest declared.

4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 4<sup>th</sup> November 2014 were signed by the Chairman as correct

5. **Matters Arising**

1. Keep out signs on the cricket fence have been put up.
2. It was decided that the extra heaters were not required as the underfloor heating seem to be adequate.
3. We will need to accept the loans to members of the trust would be £3000 each.
4. We are waiting for the grant from South Cambs District Council. Jenna Lewis will check to see when the cheque comes in. JL
5. Jenna Lewis will ask the Parish Council to pay the builders as soon as SCDC pay the cheque to the PC, to save time in transfer. Wendy Evans has had the builders send her an email regarding payment. JL

6. **Correspondence**

ECB Grant – Peter Haselden is waiting for the Parish Plan.  
Need to check to see if we have a child protection policy.  
Disabled toilets are important to have.  
Amey Cespa – We received an email from the Parish Council regarding **(The AmeyCespa Cambridgeshire Community Challenge**. The Challenge – which is open until 10 January 2014 and managed by Cambridgeshire Community Foundation - will award 15 to 20 grants to fund either the creation or

enhancement of a community playground, or to improve the insulation/heating of a community facility, such as a village or community hall.) Wendy Evans has rung them up to see if are eligible to go for it.

7. **Trustee's agreement**

Natalie Hanlon has resigned as of tonight. Nikki Lewenden-Latta as also resigned. We require an email from Nikki resigning. Karen Coningsby will send her an email asking for it writing.

KC

We can change the agreement but need the Charity Commissioners permission.

We propose to change the playground project to cover a wider group of hall users so propose the term "Whaddon Community Users".

So would be:

Elected members (4)

Appointed members (5), of which:

Parish Council (2)

Whaddon community users (1)

St Mary's church (1)

Whaddon cricket club (1)

8. **Treasurers report**

As the treasurer sent his apologies there was not a report.

9. **Update on Village Hall**

Builders will come back and do all the snags. Formica has come off on a corner from the piece on the hatch. They will upgrade it and put a piece of black metal along the edge.

David Evans has put a cover over the thermostat so it cannot be altered.

Clock to go between the Window and the Thermostat.

Wendy Evans met Terry Allison regarding Fire regulations.

Terry will do a log book. We will have no Fire extinguishers in the hall. There will be two in the porch and two in the back room.

TA/WE

We need a Health and Safety report. All building regulation documents have been done. The certificate was handed to the secretary Karen Coningsby for safe keeping.

We need an emergency exit sign above the kitchen door.

Dustbins should not be kept near the hall. Suggested that they are moved near the garage or near the wall and have them secured. Neighbourhood watch have agreed to pay for the chain and lock.

Air source pump needs a cage around it. Jenna Lewis to ask the Parish Council.

JL

Jenna Lewis will ask the PC to pay for the surveyors report on how much the Village Hall is worth now after the refurb.

Lee Ginger will reply to the Insurers Allied Westminster to say

LE

we are re-evaluating and in the meantime the existing insured value remains. . Lee will have a word with Ian Knowles.  
Fencing has been put around the out skirts of the hall.

10.

### **Fundraising**

1. Quiz Night – Well done to everyone. £527 profit
2. Xmas Bazaar – 1 stall holder has backed out. Signs have been put up along the road.  
Has been put in the Royston Crow, Herts FM.  
Treasure hunt for Adult/child.  
Raffle prizes from all stall holders.  
Tea/coffee and a mince pie etc for £1.50.  
We have a tree and ball this has been kindly donated.
3. New Year's Eve Party – Put this on the website. We have a license/ £5 under 3's go free.
4. Comedy night – Provisionally booked. We will go with the 70/30 split. £10 a ticket and no food.
5. Opening of hall – We will ask the Parish council to fund this event approx. £150.  
Need a proper list of those who gave grants.  
A proper opening sign  
March would be the best time for the opening.  
Jenna Lewis to come back with dates.

**JL**

11.

### **Playground**

The monthly inspection has taken place. Mole's are a big problem.

11.

### **Lettings and Maintenance**

The Marquee has been let out for rent this weekend. Nikki's fitness is back in the hall. We have had a birthday party and a wake. Banner need to go back up. Hall's for hirer web site need some pictures.  
Cleaning- we do need a cleaner but can't afford one at the moment. Wendy Evans has been doing the cleaning but needs help. We may need to charge for cleaning the hall when we hire it out.  
Rota for cleaning or fee in hirer charge. Nikki Morton and Jenna Lewis have both offered to help with the cleaning.  
New letting in January – Paula Banks wants to start a social group for mums with small children. Wendy had offered 3 months free but the trust thought this was too much. We have decided to let her have the last free for two weeks.  
Jenna Lewis would like to have the hire agreement to go though.

**WE/KC**

12.

### **AOB**

Dates for 2014 will be 1<sup>st</sup> Monday of every month.  
6<sup>th</sup> Jan, 3<sup>rd</sup> Feb, 3<sup>rd</sup> Mar, 7<sup>th</sup> Apr, Tue 6<sup>th</sup> May, 2<sup>nd</sup> June, 7<sup>th</sup>

July, 4<sup>th</sup> Aug, 1<sup>st</sup> Sept, 6<sup>th</sup> Nov, 3<sup>rd</sup> Dec

13. **Date of next meeting – 6<sup>th</sup> January 2014 8pm in Village Hall.**