

Whaddon Village Hall and Recreation Ground Trust
5th September 2016 at 8pm

Present: Jenna Lewis - Chairman
Karen Coningsby - Secretary
Wendy Evans – Vice Chairman
Amy Walker - Amanda Silvester
Deborah Townsend - Nigel Strudwick
Peter Haselden came late.

Holding Trustee: Lee Ginger

1. Welcome

The Chairman Jenna Lewis welcomed members to the meeting.

2. Apologies for absence

Apologies were received from Steve Argent.

3. Declaration of Interest

Nigel Strudwick declaration of interest for the Cricket Club.

4. Minutes of previous meeting

The minute of the 4th July 2016 were signed by the Chairman as correct.

5. Matters Arising

1. Kitchen – Deborah Townsend and Amy Walker still to do the inventory in the Kitchen.
2. Car Park – Mr O’Connor has still not been contacted but the car has been removed from outside Wendy Evans house and is being parked in the Village Hall car park.
3. Health and safety policy – Terry Alisson still needs to remove the work draft from across the sheets. Jenna JL
Lewis will contact him to do this.
4. Karen Coningsby will asked Steve Coningsby again KC
about repairing the safety door.

6. Election

Jenna Lewis recommended we elect a Chairman and Vice Chairman. We could have an acting Chair until April when we have the AGM. Lee Ginger is working on someone who would be interested in joining the trust. Nigel Strudwick has agreed to be Chairman for the intrim period until the AGM. Deborah Townsend proposed and Wendy Evans seconded. We have 9 trustee and now have two vacancies with Wendy and Jenna resigning as of tonight 8th September 2016. We agreed not necessary to have vice chairman at the moment. Set dates for the year at the next meeting. Jenna Lewis and Nigel Strudwick will meet to go through on the web regarding the Charity Commission. The password will also

JL

KC

JL/NS

need to be changed.

7.

Building

1. **Car Park** – Mr Cobbs will have to come back and fix the places where they have filling in the redundant drains and they have sunk. Hopefully this will be done this week. Regarding the policies these need sending to the solicitors Limbach & Banham. Jenna asked Amy Walker as a Parish Councillor if she would do this. Amanda Silvester has offered to fine out the wording from Acre regarding parking at your own risk in Village Hall Car Parks as we need to get a sign put up.

AW

AS

8.

Correspondence

There was no formal complaint but Steve Argent has complained about the car from next door in the car park which restricts his dog owners from parking

9.

Accounts

Email from Peter.

10.

Cricket Nets

New netting very durable but the poles are not very good the

March 2017. There is also some contingency should there be a need for unexpected expenditure. We have also budgeted £250 for the Christmas Party this year. Can you let me know if you're happy with this? The trustees would be happy with this.

After that, we have no intentions of further fund raising and we will hand over responsibility for playground maintenance and any remaining funding to either the Trust or another fundraising group if one exists by then. As mentioned, we are happy to approach the 'newer' residents of the village to encourage them to consider taking this on. The Trust has agreed to ring fence any funds left over.

KC

Karen Coningsby will go back to Anne and Neil with the responses. Karen will email around to the trust the ROSPA report and quote. Karen will email Neil to ask for the Monthly reports.

Payment for John and Keith to be discussed and the November meeting this is an Agenda item.

12. Policies & Risk Assessments

Happy to adopt Risk assessment and Volunteer policy. Nigel Strudwick to put on the Web.

NS

Terry Allison has been asked to amend the Health and Safety policy. Jenna Lewis will chase him up. This need to link with the Risk Assessment. This will be dealt with at the next meeting.

JL

13. Letting

Hire agreement – Nigel Studwick to link booking form to the Hire agreement. This will be sorted by October meeting.

NS

Lettings – are fine. Wendy Evans is likely to move around he 28th September. We will need a new banner with maybe just the Village Hall email address on. Wendy Evans to hand over the diary next week to Deborah Townsend and Karen Coningsby. Starting September 12th the cleaner will come and check the hall on an Monday to make sure everything is in order this was agreed with Peter Haselden.

WE/DT/KC

Maintenance

David Evans will install the key box on the wall outside the Village Hall.

Terry Allison does the alarm and lights and maybe he should email Karen Coningsby or Nigel Strudwick when he has done this so it can be recorded in the minutes. There is issues with the hedging near the playground and Mark the grass cutter keeps mentioning this to Wendy Evans and in the minutes of the last meeting it was agreed between Richard Green and Mark that they could be cut at a fee which Richard would pay for. The branches near the hall from the O'Connor's side

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