

Whaddon Village Hall Recreation Ground Trust

Committee Meeting – Whaddon Village Hall at 3rd April 2012 8pm

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

1. **Welcome**

The Chairman welcomed members to the meeting.

2. **Apologies for absence**

Andrew Buchanan

3. **Declaration of Interest**

No declaration of interest.

4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 5th April 2012 were signed by the Chairman as correct

5. **Matters Arising**

1. Risk assessment is still to be done.
2. Pat testing still to be done.
3. Cheque has been received from Party in the barn committee
4. One quote has been received regarding the grass area for car parking. Will Burchett is to send in another quote. Lee Ginger reminded the committee about the car parking for the Hall as we have to have so many spaces needed. This has now been put on hold until the Autumn.
5. Jenna Lewis has spoken to Joseph Minuelto's sidekick but she has sent him an email with all the causes what we have done etc.
6. Neil Gallery still has to send out the letters to the clubs that the kids use. Jenna Lewis did a questionnaire after the Whaddon Waddle.
7. Windows – We have to put an invoice in to the PC. £2500 from Parish Council. Cost will be £4000 + VAT. Trulight will be putting them in in about 4-5 weeks.

JL
LG

NG

6. **Correspondence**

Insurance – are we registered with the Tax office? Insurance renewal is due 1st June. Checking HMRC got back. Allied

JL/PH

Westminster.
Need ROSPA report?

7. **Hall matters**

1. **Key Distribution** – Natalie Hanlon has looked at key distribution. Everyone who has been provided with a key ask to sign a disclaimer (ACRE website standard Village Hall use). Need to sign an agreement. Need a key log of who has keys etc.
Keys can be kept in a locked box. Police approved box needs to be kept at Wendy Evans house on an outside wall. We could have a box with a code. Between now and when the new hall is completed will need to decide which way to go.
 1. Cabinet with a key
 2. Accountable log book
 3. Everyone on the trust to have a key. (another 8 keys to be cut). Everyone to sign against their key.
Wendy Evans to ask Mike Monks regarding the box for security re neighbourhood watch money.
2. **Fees-** £5 Village use. £7.50 outside of Village. This has to be finalised at the AGM
3. **Parking Problems-** Parking has now been relieved now the bollards have been taken out.

8. **Accounts**

Still have not had the accounts back signed. Pete Haselden was asked about several bills from Wendy Evans. Peter thought all bills had been paid.

PH

The deposit needs to be paid for the windows. Peter will check to see if this has been done. Gabby Van Poortlviet has to come back to WVHRGT as to what is available. She is concerned re VAT.

**PH
GVP**

9. **Fundraising**

Comedy Night – This was a huge success. A big thank you to all. Made £742.14 profit. Neil Gallery still need to pay for the drink he bought (82.50). It was good that we had different age groups. We had plenty of Chilli but could have done with more bread. We could probably have another comedy night in a couple of years.

NG

Gardens – Another sponsor has come forward. Wendy Evans has a total of three sponsors now. She has quite a few garden clubs interested. She needs to have some more gardens opened in the village.

Book – supporting document. Time table of what has happened to date. 2011 results of survey – Jenna Lewis has this. Results of Old Peoples survey. Wendy Evans has pictures. Carol Ginger to send result to Neil Gallery. Toddler's results and pictures. Sports – 30 questioners and some pictures.

**NG/WE
JL
WE
CG**

10. **Letting officer and Maintenance report**
Lettings
Four birthday party's booked.
3rd May Elections at the Hall.
Maintenance
Guttering still needs to be done.
Free electric meter would be a good idea to check the electric that has been used.
Water heater has been left on quite a few times this could have cause the electric bill to be so high. Dave Evans has taken out the fuse.
11. **Workshop run by ACRE Hallmark 1**
Things that came out of the workshop:
Shouldn't keep petty cash or pay the cleaner out of the money.
Shouldn't keep cheques as a deposit, they should be paid in and then if all is OK they write a cheque out. We should be taking a deposit to cover the access of our insurance.
We need receipt book for cash payments.
Publicity Liability needs displaying.
We should have a PRS/PPL license. Peter Haselden to check this out. **PH**
Deeds need to be changed to take out Will Burchett and add in Natalie Hanlon. Jenna Lewis to ring up ACRE. **JL**
Opening and closing of Village Hall Notice need to go up.
Dave Evans will do a map on the notice with fire assembly points on it.
We need an accident book and First aid kit. Karen Coningsby to get accident book and Peter Haselden to get First aid kit. **KC**
PH
Accounts need to be adopted before AGM and a report of the accounts needs to be sent to Charity commission.
Insurance should be calculated at £2000/square meter.
We need a copy of Natalie Hanlon CRB certificate. (need copies of anyone who hirers the hall that work with children in the Village hall). **NH**
Hirer agreement – Wendy Evans and Karen Coningsby have done a new agreement this will come into force when the refurbishment is complete. We will stick with the old one for now.
AGM – within 3 months after the end of the financial year (31/3) will be in June.
12. **AGM**
The AGM will be 18th June and a meeting afterwards
13. **AOB - We will not have a meeting in May.**
14. **Date of next meeting – AGM 18th June 2012 followed by a short meeting 8pm in Village Hall.**