

Whaddon Village Hall and Recreation Ground Trust

Committee Meeting – Whaddon Village Hall 4th June 2013 at 8pm

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

1. **Welcome**

The Chairman welcomed members to the meeting.

2. **Apologies for absence**

Peter Haselden and Nikki Lewenden-Latta

3. **Declaration of Interest**

No declaration of Interest.

4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 6th May 2013 were signed by the Chairman as correct with a minor change. The minutes were altered to read Tiny Talk cut down sessions in September to morning only and is advertising in the listings with classes at Coombs Centre in Royston.

5. **Matters Arising**

1. Neil Gallery will chase up ROSPA for a report. Jenna Lewis has left a message for Neil to ring her.

JL/WE

6. **Correspondence**

1. Amey Cespa – We have received the confirmation that will receive the grant. They have terms that we need to abide by. We need to supply them with the Invoice once the part they are paying for has been done. The contract has been signed by Jenna Lewis and Wendy Evans. We will have to put up a plaque and they will be invited to the opening.
2. Trust Deeds – We can change the deeds to take out Whaddon Playground committee and put in any user group. The Solicitors can arrange this for a fee. Wendy Evans has offered to ring up the Charity Commissioners to discuss the change.
3. Ridgeon's – They have turned us down.
4. Waste collection – We will now have to pay to have the waste collected. We fall into the small users group so will have to pay £50/yr for each bin. Suggestions to use on the black bin. We decided to use both bins. Deborah Townsend mentioned about a can crusher and she will look into the cost of one. Neil Gallery will

WE

DT

empty the bin in the playground. We will start paying from November. Signs will be put to say what goes in what bin.

5. Insurance – They have given a lot of requirement this time especially on the playground maintenance. If we were to have an accident and the maintenance is not kept up we as a trust are liable.
 - a) We will have to record weekly inspections and a monthly one. With the monthly one we need photographic evidence. Jenna Lewis has taken advice from other Insurance companies.
 - b) We have checklist the will be used. We will have rota of Trustees to carry out the work. The monthly one is more in-depth.
 - c) Hopefully Jenna will be able to get Neil Gallery to come Saturday morning to give us some training. JL/Al
 - d) Signage – We need to have sign up to say who anyone can contact if they find a problem. It was suggest our email address would be better. Also it was suggest that we buy a mobile to be shared around. Jenna to see where the Plenty 20 signs came from. JL
6. Fire Safety Rules – Jenna to check to see if we have an electrical certificate. JL

7. **Treasurer's report**

Peter Haselden to check with the Parish Council regarding 100-150% monies can be reserved by the PC rather than the Village Hall Trust.

Cash book has been sent to accountants for March 2013. Peter will use 3390 figure and the 5082 draft accounts for the insurance company explaining the key differences.

The insurance has been paid but, the auditors still need paying. In the year to March 2013 there has been an increase in income but only by £5000 due to PC reimbursement for higher costs and other grants.

8. **Fundraising**

1. Home Store – Natalie Hanlon will ask about appliance as she knows the person who owns the firm. NH
2. Quiz and curry night 16th November. It would be nice to have a round on the Village Hall.
3. Opening – this could be a Cheese and wine evening to be arranged.
4. Xmas Bazaar – 7th December – have table top and charge £10/table. Natalie to ask around. NH
5. Ice Cream stall – Deb Jenna's tenant is interested in selling Ice Creams and Sauces. They had a trail run on Sunday 2nd June. Deb has given the Trust £25.50 . Ken has been approached he wasn't very happy. He will be

approached again. It was suggested that she sells the ice cream in tubs. She would have to have food safety certificate. You can get on from Safer Food Better Business on the Web. Jenna Lewis will let the Insurance Company know that Homemade Ice cream will be sold from the Hall.

JL

6. Wendy Evans has made three more application for grants.
 - a) Princes Trust - £15.000 sent this in April
 - b) Sent one to Sainsbury
 - c) Garfield Weston – replied in March to say they received it. It can take up to 14 weeks before we hear. No need to put any more in as it is too late.

9. **Lettings**

1. Playground – regarding the incident with the 16yr old girl getting stuck in the babies swing. Need to see if we need an accident book for the playground. This is a question mark?? The girl had to be cut out by the Fire Brigade. The swing was taken down totally. The bollard is being put back in for the time being only in the evening.
2. Actions - Neil Gallery was looking at repairing the swing but it is not repairable. Access is £250 so agreed to buy a new one. Wendy Evans to check with Neil Gallery on advise on which swing to buy. We need a sign regarding which age group the swings are for. Maybe an idea to check with the company who is supplying the swing on the age group it is supposed to be for.
3. Playgroup – Natalie Hanlon has been approached regarding a playgroup hiring the hall. It is a Montessori pre-school that need new premises. They would need it for 30hrs/week. Monday 8.30-13.30pm and Tuesday – Friday 8.30-3.30pm. They would pack everything away and would need a space as big as half the annex. Thanks to Natalie for bring this to the meeting. Jenna has spoken with Lee Ginger and Peter Haselden regarding this in their opinion it would take up a lot of time in the hall. There was a big discussion regarding this as it would infringe on our regulars. Could they do mornings only but this would also infringe on regulars. Storage would be a big problem. A vote was taken 5 agreed to look at is again in a year's time and 2 against. Natalie to let them know it is a no go.
4. Lettings – Birthday parties, Brownies Sleepover £40 for Saturday and Sunday. An enquiry regarding a surprise 40th Birthday party on the 7th July.

WE

NH

10. **Maintenance**

The light in the kitchen have been replaced.
Water heater is leaking again. Dave Evans to have a look at it again.

DE

11. **AOB**
Natalie Hanlon has given her apologies for the meeting on 1st July.
13. **Date of next meeting – 1st July 2013at 8pm in Village Hall.**