

Whaddon Village Hall and Recreation Ground Trust

Committee Meeting – Church Street 6th August 2013 at 8pm

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

Holding Trustee: Lee Ginger

1. **Welcome**

The Chairman welcomed members to the meeting and thanked Wendy Evans for all her hard work with the grants and presented her with a bouquet of flowers.

2. **Apologies for absence**

Natalie Hanlon , Nikki Lewenden-Latta and Peter Haselden

3. **Declaration of Interest**

There was no declaration of interest.

4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 1st July 2013 were signed by the Chairman as correct,

5. **Matters Arising**

1. Ice Creams sales are going ok. – Has Deb’s got her Health and Hygiene certificate and what about insurance?

Debs comments: As things would have it, Stephen Broadbelt, the Environmental Health Officer (Food and Health & Safety) I’ve been dealing with at the SCDC, was out today, Wednesday, to inspect and chat about what I’m doing. This follows some telcons we’ve had. From what he said, I’m meeting or well exceeding required standards for what I’m doing out of the Annex and on a temporary basis; Stephen may confirm this in writing and I’ll pass this onto you. As for the “health certificate” – there is none given, but, instead, one must register with the SCDC. That’s already done. Beyond that there are some readings/courses; Stephen is to email me further details, but has given me some preliminary info so that I can pursue. These aren’t requirements, but simply recommended.

As for the insurance – I think you’re asking whether I have liability coverage. This can cover a myriad of risks, but I think you’re asking about public liability or product liability.?? The short answer is “no” for either. The longer answer is that I’m meeting all legal requirements and/or those of the SCDC. Let’s

remember, too, that this isn't a business, but temporary fundraising work for a charity. I suppose the way I look at it is that nothing is going to prevent someone from suing, but what I can do is aim to minimise the risks or reasons that anyone would be successful in court. (preventative vs. curative) While I probably won't be able to prevent someone from tripping on the brick between the asphalt of the "drive" past the porch where I sell ice cream and the porch, I can point out to potential customers that pistachio has nuts in it and anyone with a nut allergy better give it a pass (as I did on Sunday). Similarly, I feel a responsibility to try to minimise the risk of pathogens entering the products I make. For one, my heating up eggs, etc. in the mix exceeds the UK requirements. In short, I want to be proactive and try to *prevent* anyone from having a reason to file a complaint or sue. This risk minimisation wouldn't be different if what I were running were a "business". What would be different is that with a business the playing field is different (revenues too!) and I personally would consider it prudent to carry not only public liability, but all sorts of other insurance. Right now, what I'm doing just isn't there and probably would barely cover a premium. If you/the Trust is seeking public liability coverage the simplest and cheapest way probably would be to request a rider on your current policy (I'm presuming your question stems from concern for the Trust rather than me personally). Given the temporary nature of the events, some companies might just include it for the asking.

2. Jenna Lewis has put the receipts into South Cambs District Council and has got £13,000 back from them for stage 2. The cheque has been sent to the Parish Council and they will then sent it to the Trust. This will be requested in the PC's September meeting.
3. We need invoices for the elements for Amey Cespo. We will receive invoice from the builders regularly.
4. Big Black sacks have been bought for the bins.
5. New Baby swing has been put up.
6. A big thank you to all helped to clean out the hall and garage ready for the refurbishment.
7. Railings – The scrap metal people collected the railings and they were worth £117 - £50 for collect leaving us with a profit of £67.
8. The 11 tables were sold making a profit of £13.

6. **Correspondence**

1. Carding Flooring – They have given us more toward the flooring.

7.

Building work

Pre start meeting happened last week between the builders, Ian Knowles, Lee Ginger and Wendy Evans. Ground rules were laid down.

1. Key things – Insurance need a bit of clarity re liability. Their insurance needs renewing on 11th September. We will need to send a copy of his renewal to our Insurance company. The schedule of works to be sent to all trustees.
2. Jenna has offered her gas hob which is run on calor gas. The most of the trustee agreed to decline her offer.
3. If the builders have any issues they will go the Wendy Evans and she will see if she can help.
4. The heat source pump will be moved back so the kids cannot climb on the flat roof.
5. The bins will be locked up to the kids can't move them.
6. We will have to have proper signs put up around the hall once the refurb is complete.
7. Dose the builder have signs which he can put up regarding "Do not entry - building site.
8. Need to find out what is the best time to take more photos of the progress.

WE

8.

Playground

1. We need heavier gauge bin bags for the bins.
2. Drop the weekly inspection reports through Wendy Evans door.
3. The Monthly inspection has to be done every month, it will always be done after the Trusts monthly meeting.
4. We will try to secure the black bin somewhere so it can be used.
5. We need to come to the next meeting with wordings for signs. **Brainstrom for next Agenda**
6. There were not critical points from the weekly inspection reports.
7. Still waiting for the Fenland Report to say the Zip wire is OK.
8. Neil Gallery is to be asked about chasing up the pink ball for the small children climbing rope and report.

JL/WE

9.

Treasurers report

Nothing to report.

10.

Fund Raising Events.

1. Ice cream – thanks to Maureen Pinner and Friends for running the ice creams on 4th August we were given another £63.
2. Debs has asked if she can borrow 2 tables for the Horticultural show at Orwell on 17th August. From Debs: I've discussed the setup & seen what there is to see at this point. I know this is outside the scope of my agreement with the Trustees, but am willing to continue on the same basis with you all for this event,

which could be a real money raiser for the Trust.
A big thanks to Debs.

3. **Christmas Bazaar** – Natalie Hanlon has now got a total of 6 interested in stalls for the bazaar but need to confirm a time. Could this be discussed and agreed as to whether it is a daytime or evening event so I can confirm with the stall holders. Looking at my notes I think we agreed a £10 table cost but I wondered whether this could be confirmed with the Trust. The time will be 10-4pm and the cost of the tables will be £10. Nikki Morton will create a booking a form. We do a Raffle and refreshments.
4. Discussion around booking rates will be reviewed once all the refurbishment has been completed. Villagers, Outsiders and Commercial rates will be charged different hourly rates.
5. Social Investment grant – it is a bit tricky for us to reply. Jenna Lewis and Lee Ginger will take a look at it.

JL/LG

10. **Lettings**

Wendy Evans mention that the Church has not paid for the letting in which the New Vicar was interviewed. It has always been the policy that the church didn't pay. The letting policy will be reviewed once the hall is back up and running.

Wendy Evans has had a couple of potential lettings. She has been back to Roger Van Poorlviet regarding the Tennis Table club.

The Trustee needs 2 Parish Councillors on the Trust. Amy Walker a new Parish Councillor is interested in coming on the Trust. Jenna Lewis will discuss what is required of a Trustee.

JL

Flooring – we have chosen two samples 1st LLP101 light colour wood effect 2nd choice LLP105 a bit darker.

On next Agenda – colour of paint for walls.

Need to think what we will do with regard to the re launch of the hall.

WE

Car park – Wendy Evans will ask Neil to come after the hall is completed.

Maintainance

There was nothing to maintain.

13. **Date of next meeting – 2nd Sept 2013 8pm at Venue to be confirmed.**