

Whaddon Village Hall and Recreation Ground Trust

Committee Meeting held at Whaddon Village Hall, on 3rd February 2014 at 8pm

Present: Jenna Lewis –Chairman
Karen Coningsby - Secretary
Wendy Evans – Vice Chairman
Deborah Townsend

Holding Trustee: Lee Ginger

1. **Welcome**

The Chairman Jenna Lewis welcomed members to the meeting.

2. **Apologies for absence**

Apologies for absence were received from Peter Haselden, Carol Ginger, Amy Walker and Nikki Morton.

3. **Declaration of Interest**

There were no declarations of interest.

4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 3rd December 2013 were signed by the Chairman as correct with a change.

1. Address of Chairman to 20 Bridge Street
Minutes of the meeting held on Saturday 25th January at 20 Bridge Street were signed as correct

5. **Matters Arising**

1. Wendy Evans to chase up Nikki Lewenden-Latta re her resignation in writing. We have received Natalie Hanlon's resignation via email. **WE**
2. Playground Rota still needs to be drawn up.
3. Jenna Lewis is to ask the Parish council to pay for the surveyors report. This will include the second phase for evaluation. Parish Council have agreed to pay £3800 for the percentage we have to pay for Amey Cespa for the grant. They have agreed to pay for Roger Parker and next year's Surveyors report. **JL**
4. Jenna Lewis to email Philip Peacock re Hirer Agreement disc. **JL**
5. On the meeting of the 25th January Lee Ginger and Wendy Evans went through the measurements for the back section of the hall. We have now received the final figures from Taylor and Turner.
6. Amy Walker needs to let the Trust know if she would

like to become a Trustee.

6. **Correspondence**

Code of Conduct – The Trust have agreed to adopt the Code of Conduct.

Jenna Lewis mentioned that she does not like email wars.

Information in the Trust remains in the Trust. If we have a problem with a Trustee need to speak to the Holding Trustee Lee Ginger or Terry Allison.

Deborah Townsend has had a problem with some of the Meetings. All meetings should be confidential.

We have received the Grant from Cambridge Community Foundation for £38,000.00.

7. **Playground**

There are no issues with the playground. ROSPA inspection Peter Haselden has agreed to go with Fenland.

8. **Treasure's Report**

Current cash balance once all cheques have been presented: £54.47

Unpaid invoices:

- Newflame: £257.34
- Redlocks: £96.00

Invoices not yet received:

- HNH builders: £330.93
- UK Power networks: £373.20

From Peter: In order to pay the January electricity and water bills (because we cannot have them cutting us off), I have made a loan to the trust of £200. I will not however be paying any other invoices myself other than electricity and water (the loans were intended for the build, not for ongoing expenses). So Newflame and Redlocks will remain unpaid.

It seems we need to establish a new procedure: both the Newflame and Redlocks invoices were a "surprise" as to the amount. Normally Newflame is £80, and the budget we had given for the locks was £30. Both came in at 3 times the estimate. From now on, just like for the PC, no-one can commit any expense without getting my treasurer's approval first. Please can you vote on this in Monday's meeting.

So whoever committed to the extra cost to Newflame, and Wendy for Redlocks, please can you tell them that their invoice will not be paid until further notice.

Wendy Evans is to check with Newflame re the cost of the invoice £257.34.

Roger Parkers cheques has been sent and Hardcastle Burtons have been paid.

Jenna Lewis has gifted some money to the trust this has been gratefully received. The money Peter has loaned needs to be paid back in this financial year. We may have to ask the Parish Council for money to pay for Newflame.

We have to have the £3800 by the 20th March to pay the percentage to Amey Cespa (Cambridge Community Foundation). Wendy to check who the Parish Council will pay. Taylor and Tuners Builders know they will get the money in one lump sum when the job is completed.

WE

We will get the lump some money from South District Council. Jenna to speak to Josphe Monelta.

JL

Re monies spent all Trustee need to check with the Treasurer Peter Haselden before spending.

Jenna will ask the PC for the monies for Newflame.

JL

9. **Fund Raising Events**

1. **Comedy Night 5th April** – Carol Ginger has confirmed the date and we have now received posters. £10 ticket.

Action: possible food - keep it simple. Deborah Townsend to take this up with Carol. Bring your own drink. We will need an events licence. Deborah is happy to do this. May have a Raffle or Heads and Tails.

DT

2. **Opening of Hall** – We are going for the 14th May for the opening in the afternoon. Formal invitation will go out. All who gave grants and helped. Wendy Evans to draw up a list and send to all Trustee and Holding Trustees.

3. **Social Coffee morning** - This is being done fortnightly. Wendy and Anne Rose everyone pays a £1. There was 12 at the first meeting and 21 one at the second. Wednesday 12th February at 10.30 till 12.30 is the next one.

11. **Refurbishment of back hall**

Project manager – Bill Knight has agreed to act as project manager as a consultant. We have received the revised quote from Taylor and Turner. If we don't have the canopy on the Veranda done we could have a Urinal and vinyl flooring. The cost for Building Regs is not included in the quote. Ask Bill Knight regarding Building Regs. Taylor and Turner need a details spec on what needs doing. We will ask them to do the decorating as well. We will need a portaloo while the work is carried out.

LG

We will need a ramp from the main hall to the back hall for wheelchair use. Ask either Steve Coningsby or Andrew

KC/DT

Townsend.

12. **Lettings and Maintenance**

Lettings in January have been very positive with the Motorbike club, several birthday parties and the social coffee morning. February is looking good with a Pilate's class starting at the end of Feb.

1. 1. Petersfield school wish to come and use the hall for the visit to the church on Thursday 6th February.
Wendy Evans to ask them to pay village rates of £6/hr for the hall.
2. Cage – We will go with Morley Manufacturing and ask if he will fix it as well
We received three quote:
 - Morley Manufacturing - £580
 - Milton Precision - £640
 - Stevenage Sheet Metal – £840
3. Rubbish Collection – We have had a letter asking us to pay £90/ annum. £3.75 month black bin and £3.75 month blue bin.
Then £4.15 for 1st April. We don't want to start paying until the back hall is completed. Jenna Lewis to speak with Peter Haselden re cost. £220/yr budget cost £250.
Wendy Evans will ring them up to ask tell them we don't want to start until end of April
4. Fire extinguishers and security light have been checked as OK. This will be on the agenda every month.

WE

JL

WE

There is no maintenance.

13. **Date of next meeting – 3rd March 2014 at 8pm in Village Hall.**