

## Whaddon Village Hall and Recreation Ground Trust

### Committee Meeting held at Whaddon Village Hall, on 3<sup>rd</sup> March 2014 at 8pm

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

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, and Deborah Townsend.

#### 3. **Declaration of Interest**

There were no declarations of interest.

#### 4. **Minutes of previous meeting**

Minutes of the previous meeting held on the 3<sup>rd</sup> February 2013 were signed by the Chairman as correct with a change.

#### 5. **Matters Arising**

1. We have received Nikki Lewenden-Latta resignation in writing.
2. Playground Rota still needs to be drawn up. This has now happened and there are a few changes. We will take Wendy Evans off of the rota. Amy Walker has agreed to take her place.
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.
4. Jenna Lewis has emailed Philip Peacock re Hirer Agreement disc today 3<sup>rd</sup> March 2014.
5. Amy Walker has formally become a member of the trust. Karen Coningsby is to get Amy to sign the form. Jenna Lewis has welcomed Amy as a trustee.
6. Newflame – We have 1 new fire extinguisher and 2 heads changed on the other ones. Wendy Evans to as

JL

KC

for an email re the signs. Then Jenna Lewis will ask the Parish Council for the payment of the invoice.

JL

7. Lee Ginger has been project managing the refurbishment of the back hall. Building regs is coming through. Plasters have been in and the electrics are done. The French windows are coming from Trulight. Taylor and Turner have taken some pictures. Amey Cespa requires pictures on the progress of the back hall. Lee Ginger has paid £180 for initial Building regs then will need to pay another £350. We will wait for the final figure from Taylor and Turner.
8. Morely Manufacturing - the cage is nearly completed it is going to cost extra for the error on the drawing that Nathan has had to put right.
9. Nick Shaw and Mike Monks have bought some IPR lights for the Veranda.

6. **Correspondence**

No correspondence has been received.

7. **Playground**

There is no issues with the monthly inspection.

8. **Treasurers report**

Accounts to March 2013 now signed by auditors, no issues (thanks to Karen for doing the couriering!)

Bank balance:

- £4078.95, of which £3840 is ring-fenced for paying Amey Cespa, leaving £238.95 available.

Unpaid invoices:

- Newflame: £247.24 (includes credit note of £10.20 received last week)
- Building Regs invoice - to be determined
- AirSourceHeatPump cage – around £600

Income still to be received:

- SCDC £2540.40 – invoice ideally required for this amount from Taylor & Turners, for this amount, inclusive of VAT.

Invoices that I have on the renovation list, but not clear whether we have to pay:

- HNH builders: £330.93 (balance between original quote and what we've paid)

- UK Power networks: £373.20 (balance on the power connection)

Newflame therefore has to wait a little longer to be paid.  
About £800 needs paying out Jenna Lewis will ask PC to pay for Newflame and Building Regs bills.

**JL**

## 9. **Fund Raising Events**

1. **Comedy Night 5<sup>th</sup> April** – We will have no food. We will have a paid bar. Only crisps and nuts in the bar area. We will run a raffle. £10 per ticket. Wendy to put this in the listings. Karen Coningsby to send leaflet to Mike Monk to go around the email system and to go in the Newsletter. Carol Ginger and Wendy Evans will purchase the Wine, beer and soft drinks. They will also organise the glasses. Ian Keeble is happy with the £400. We will try to get approx. 100 people in the hall.
2. **Opening of Hall** –14<sup>th</sup> May - List of invitees from meeting on Monday that Wendy will send email notification of date and check availability. We will go for probably two separate openings. Need to find out about engraving Perspex with sponsors on.

**WE  
KC**

**CG/WE**

**WE**

Amey Cespa - 2  
Cambridgeshire Community foundation - 2  
ACRE - 2  
SCDC - 2  
Co-op - 2  
Cole Charitable Trust - 2  
Bernard Sumley - 2  
District councillors - David and Nigel - 2  
County councillor - Andrew Dent - 1  
Previous County councillor - Lynda Oliver - 1  
Bramely Foundation - 2  
Garfield Weston - 2  
Big Lottery Fund - 2

PC - 6  
Terry - 1  
Trustees - 7  
Architect and team - 3  
Builders HNH - 2  
Builders - Taylor - 2  
MP - 1  
Deb ice cream - 1  
Carndene flooring - 2  
Press 2 or 3

Depending how many say they are available we can ask more villagers or have a separate event for villagers.

Text for email:

Dear Sponsor (complete name if we know it)

Thank you for your sponsorship of the Whaddon Village Hall refurbishment. I am pleased to announce that this is now nearing completion and we would like to invite you to an opening event at the Village Hall on 14 May 2014 at 3 pm. Formal invitations will follow, but in the meantime, we ask that you hold this date in your diaries and give us an indication of your availability. We would much appreciate you coming to share the afternoon with us.

In the meantime, we thought you may be interested in a preview of the before and after shots so enclose a few examples.

We look forward to welcoming you on 14 May 2014.

Best Regards

Whaddon Village Hall and Recreation Ground Trustees.

**3. BBQ – 21<sup>st</sup> June - Disco**

Children £7

Adults 9

5 and under Free

**4.Social Coffee morning** – This is going well. The bring and share lunch was not a success but it did make the rent. Fortnightly next one is Wednesday 12<sup>th</sup> March 10.30-12pm

**5.Mobile disco** – Steve, Nikki Mortons partner would like to have a disco early October. This will be free for the Trustee. We would like it towards the end of October. We will also ask if he can do the New Years Eve party.

11. **Lettings and Maintenance**

Letting have been quite good. Caravan and Camping club are still going to hire the hall even though we can't offer them toilets on portaloos. Wendy Evans has had quite a few enquirers. Pilaties has started and was full only 12 members.

**Fire extinguishers and security lights** – both have been checked with no problems.

**Maintenance** – David Evans has done the front door. Wendy and Dave Evans have bought grass seed. We will put orange fencing around the corner near the fencing as it is getting run over by cars and lorries. Karen Coningsby was asked about a seat going back there. Guttering along the north side need fixing.

13. **Date of next meeting – 7<sup>th</sup> April 2014 at 8pm in Village Hall.**