

Whaddon Village Hall and Recreation Ground Trust

Committee Meeting – Whaddon Village Hall 7th April 2015 at 8pm

Present: Jenna Lewis - Chairman
Karen Coningsby - Secretary
Peter Haselden - Treasure
Wendy Evans – Vice Chairman
Amy Walker Amanda Silvester

Parishioner Present: Neil Gallery

1. **Welcome**

The Chairman Jenna Lewis welcomed members to the meeting.

2. **Apologies for absence**

Apologies were received from Deborah Townsend.

3. **Declaration of Interest**

There were no declarations of interest.

4. **Minutes of previous meeting**

The minute of the 2nd February 2015 were signed by the Chairman as correct.

5. **Matters Arising**

1. Still waiting for the plumbers to lag the pipes in the boiler room.
2. We are waiting to hear from Kardean Flooring. Ian Knowles will be dealing with this. Jenna Lewis will forward the email again as we have heard nothing.
3. Fire alarm is tested every 6 months. We have to have a certificate which Terry Allison is sorting this is for insurance purposes.
4. Wendy Evans has sourced another quote from an Electrician which Michael Peyton uses. The electrician as suggested LED lights and he is not VAT registered. Wendy has spoken with Peter Haselden. We need more quotes in future but need to set a ball park figure so we don't need quotes.
5. Parish Council has agreed to pay for the Acoustic panels. Steve Coningsby has offered to install them for free. Lee Ginger asked if Steve Coningsby has a Jewson's account he doesn't but Rectory Farm has. Lee will speak with Peter Coningsby to see if they can buy the panels.
6. The Parish agreed that the Garage could be moved

JL

WE

LG/KC

around. We may use some money to get it moved to face a different way. Some Parishioner's said it would be difficult to move and the bolts might be rusted.

6. **Declaration of Trustees**

This was sorted at the meeting of 2nd February 2015.

7. **Building**

Acoustic Panel

Parish Council has agreed to pay for the Acoustic panels. Steve Coningsby has offered to install them for free. Lee Ginger asked if Steve Coningsby has a Jewson's account he doesn't but Rectory Farm has. Lee will speak with Peter Coningsby to see if they can buy the panels.

Car Park

Tarmac – Amey Cespa - Wendy Evans has heard from Amey Cespa that they are not doing the Car parking grant at the moment.

We have had quotes from:

North Herts surfacing Ltd –£24700 + VAT

NJS £35500 + VAT

John Cobbs £28770 + VAT

We would like spaces for at least 20 cars. We could ask for quotes just for tarmacking in the already existing area. Just to make it more presentable.

All quotes have been looked at and all agreed on the design and agreed the lowest quote is OK.

Wendy Evans can pursue a grant that is suitable if one comes up. Wendy Evans has asked to get a sign re Not Parking on the path. We need to look at the wording and costs.

8. **Correspondence**

No Correspondence was received.

9. **Playground**

David Evans has done the monthly inspection there was no issues and no actions. Only issue regarding the playground is emptying the bins.

Neil Gallery came to the meeting to discuss the up keep of the mattings. The money raised from Party in the Barn have paid Keith Green and John Newberry £350 in total in has taken about 2 ½ weeks. They have done a grand job.

Outstanding jobs – the sand now needs putting down on all mattings cost about £200. This needs to happen soon. The mats haven't been kept very well in the past. Brushing of the mats takes a good 1hour to do. It hasn't been done properly in the last 18 months.

Party in the Barn raised £2125.25 for the playground. Trust given £500 for repairs and £350 for matting cleaning.

£1275.25 has been given to the trust to be ring fenced for anything that needs doing to the playground.

David Evans is concerned about the moles pushing up underneath the matting.

Neil has suggested that we pay someone for the upkeep of the playground on a weekly and monthly basis. David Evans has said this needs doing properly from a health and safety purpose. There is a further £600 available 1 to 1 ½ per week it would last about 6 month at £20/hour.

All Trustees think this is a good idea.

Neil thinks it should be advertised. Need at least 1 grown up to check on a month for the insurers.

Neil will do a summary of the role and send it to Jenna Lewis to approve and then circulate via the village email.

We will do interviews before the AGM.

ROSPA inspection will take place June/July and with the result of this we need to spend some money.

10. **Treasurers Report**

End of year

£4500 surplus - £1300 re building

£3200 surplus profit

Lettings - £3601.56 (2014) £6184.30 (2015)

Heating and Lights - £801.13 (2014) £1032.86 (2015)

Electric has been approx. £250/month

Cleaning has been higher £37.38 (2014) £897.10 (2015)

The heating was set too high. Wendy Evans said this has now been set lower.

Special Events - £1352.62 (2014) £1567.70 (2015)

Expenditure £5600

Playgorund - £2500 including £1275.25 already received

We will wait for the PRS license.

Line dancers have said they have a PRS license, we do need to see it.

Party in the barn have some spare money. We could ask them to have a cupboard in the Disabled toilet and a baby changing facility. We discussed the cupboard in the disabled toilet and decided it was not a good idea.

11. **AGM**

All have to resign at the meeting.

Stand or not stand for positions. Have an election.

Minute very carefully what the representation of each person is.

JL/KC

The AGM is to put what is right. Send the minutes to the Charity commissioners. Really need to have all hall users as representatives. Possibly ask the dog handler Steve Argent.

KC

Jenna will ask Roger Van Poortvliet. Karen Coningsby to ask Steve Coningsby if he would like to join.

Send info to Mike Monks re AGM.

12. **Fund Raising**
Nothing mentioned.
13. **Lettings**
Venues 4 hire web site – Amanda Silvester has had a look and they already have a lot of info and pictures. Venue support - not sure how this works and if they charge. **AS**
From halls for Hirer with have had about 3-4 enquires.
Charity Events policy – It was decided by all to go with the following charties – MacMillian, Air Ambulance (Children) **PH**
and Scope (Meldreth Manor).
Cricket fence - The Groundman to source a fence. Quote for next meeting. We are still waiting for a quote.
Lights and alarm – checked OK.
We have no problems with lettings.
- Maintenance**
David Evans purchased new lights. Wendy Evans has written to Taylor and Turner re lagging and lights.
Karen Coningsby to contact Taylor and Turner to arrange a meeting. **KC**
14. **AOB**
Project list – Soak away + tarmac parking area
15. **Date of next meeting – AGM 5th May 2015 then 1st June 2015 at 8pm.**