

Winston Village Hall Committee

Minutes of meeting held on 5 June 2019

1. **Apologies for absence:** Caroline Thornborrow, Geoff Freeman

All other committee members were present and Steve Saddington was welcomed to his first meeting. Claire Boyes chaired the meeting in the absence of GF.

2. **Minutes of the last meeting held on 6 March 2019**

The minutes had been circulated in advance, and they were agreed and signed by the Vice Chair.

3. **Matters arising and action points not on the agenda:**

3.1 GF wasn't present to report on the roof but it was believed that a letter had been received confirming it was sound. **AP - A letter from P Harrison dated 28 March 19 confirms that the roof was in a good condition.**

3.2 The hall insurance had been renewed – just a £5.50 increase. One of the new conditions was that the LPG bottles had to be chained to the wall. The work had been done by Richardson's but they hadn't attached the chain to the wall as instructed. **AP – SS said he'd rectify that.**

3.3 The fire extinguisher check had been done and it was understood that GF had rectified the water ingress problem in the Supper Room.

3.4 Storage in the Ladies WC was still outstanding – **AP - CC and SS to advise on options.**

3.5 The music licence process had been changed and the fee was paid in March

Other outstanding actions were covered under the agenda.

4. **Treasurer's report to 31 May 19**

4.1 Summary finance papers had been circulated in advance. These included the financial statement for the 5 months to 31 May, income/expenditure against budget and an overall financial position.

4.2 The surplus for the 5 months to the end of May was £1333, showing that we are well able to cover running costs from hall rental income. The current account balance at 31/05/19 was £3664 with a further £700 due at the end of June (including the DCC rental payment for the MEP election). There were no creditors and it was therefore agreed that another £2000 would be transferred to Redwood Bank. **AP – GW to action.**

4.3 Regular use of the hall continues to maintain our level of income. BSMD and the Art Class have now finished until the autumn, SYF have one more booking in July and the

Friday night Bagpipe class has begun again on a fortnightly basis. In addition we have had 2 private party bookings in the period.

4.4 Gentle Exercise continues to be reasonably well supported and Complete Exercise is well attended. Pilates attendance was still low but consistent and this has now moved to Thursday at 9.30pm - more publicity was being considered. **AP GW to approach Teesdale Mercury.**

The £500 grant at the end of last year from Local Giving currently covers the shortfall in Instructor fees and a further grant of £500 has been offered – again to cover instructor fees. This would ensure the continuation of all three classes for the remainder of the year.

4.5 The Opus Energy smart meter replacement promised in March had not happened.

4.6 ER verified the bank account balances.

5. Update on hall maintenance, policies and procedures and housekeeping

5.1 **Keyholder review** – the list was reviewed. Tracey Turnbull the Lunch Club cook, Kate Proudfoot and Chrissie Barnett were new keyholders. Eric Reed surrendered his to Steve Saddington and Helen P's key would be reclaimed. **AP - AD now holding as a spare. Updated list to be circulated.**

5.2 The equality and diversity and environment and energy policies were reviewed and no changes made.

5.3 The boiler safety check was due. Kingdom Heating who did last year's check had left the area and an alternative supplier, Mark Peacock, had been identified. Charge was £60 including certificate and would be arranged by the end of June. **AP – AD to arrange – update - check done and certificate issued 25 June.**

5.4 SJ was making progress with the list of minor repairs and maintenance. The plaster renewal and door retainers still needed to be done. SS volunteered to clear the gutters and the east side of the building of weeds, and to move the wood in the yard - **done.** Many thanks also to Brian Wilkins who is replanting the container by the door.

5.5 The requirements spreadsheet was reviewed for outstanding and future actions.

6. Fundraising

It was agreed that the band would be approached to do another band night in November – suggested date was Saturday 16th. **GF/GW to pursue and book provisionally.**

7. User group feedback

There was no feedback.

9. Any other business

9.1 The outstanding trustee declarations were completed apart from Caroline T who had just come out of hospital. **AP – AD to pick up with CT.**

9.2 AD reminded committee members that the 150 tickets for 19/20 would need to be printed and sold in the autumn. CB volunteered to do the printing out. **AP: AD/GW to update and CB to print.**

10. 150 Club draw

1st	99	3rd	32
2nd	69	4th	120

The next meeting is 11 September 6.30pm.

Signed: Claire Boyes - *signed hard copy held by Secretary*

Vice Chair

Date: 11 September 2019