

Winston Village Hall Committee

Minutes of meeting held on 11 December 2019

1. Apologies for absence: Eric Reed and Steve Saddington. Chris Clarke, Caroline Thornborrow and Claire Boyes did not attend. All other committee members were present and it was confirmed that the committee was quorate. Dawn Day was in attendance as an observer.

The committee recorded thanks to Steve Jones who had moved away from the village since the last meeting. Steve had been a long standing committee member and had done a great deal to contribute to the success of the hall; both as Playing Field representative and in all the refurbishment and maintenance work that he did. He would be greatly missed. Louise Poole had been appointed as Steve's replacement as Playing Field representative. She would be joining the committee at the AGM in March.

2. Minutes of the last meeting held on 5 September 2019

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

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

3.1 The storage cupboard in the Ladies WC had been ordered and it had been delivered earlier that day. Caroline T had researched what was available and had identified a supplier of a large white metal cupboard that was roughly the right size. The cost was £310, including delivery. Geoff F said he would arrange to have the cupboard secured to the wall and thanks to Caroline T progressing this were recorded. **AP – GF to arrange fixing – not yet complete.**

3.2 The heating arrangements were working well apart from one or two blips but there had been problems with the heating during the previous few days and Mark Peacock and Worcester Bosch had been called out. WB had confirmed that the boiler was under guarantee until 2024 but the service engineer found that all 4 gas bottles were empty and therefore the boiler couldn't be checked. The bottles were replaced at a cost of £258 and Mark Peacock was then able to re-commission the boiler. It now seemed to be functioning properly. There seemed to be no explanation why the boiler wouldn't start up the previous Friday although gas leakage was identified when the new bottles were connected and the boiler was fired up. One of the connectors was found to be cross threaded and it was decided to replace the automatic change over kit which was very old. This was in hand – **now completed.**

3.3 Annie D had applied for another Local Giving grant but had been advised that as we had one in June we would have to wait until next year. **AP - AD to apply again once grants were available.**

3.4 Gill W had clarified that the sealant was needed behind the sink, not at the back of the cooker. However the other remedial work still needed doing in the kitchen and it would be helpful if the work could be done before the H&S annual assessment in January. **AP – CC, SS, GF.**

3.5 The appropriate Henry dust bags were already available in the kitchen cupboard so new bags had not been sourced.

3.6 Cleaners had been commissioned for 2 hours (£20) every other Tuesday. There was a clear difference as a result and it was agreed that the arrangements were working well.

3.7 Potential scaled down table tennis provision to be followed up in March. **AP – GF**

3.8 Other outstanding actions were covered under the agenda.

4. Hall maintenance and housekeeping

4.1 The annual H&S assessments would be arranged and undertaken by the Chair and Secretary in January. **AP - AD to suggest dates. (see matters arising 3.3 re work needed in kitchen first.)**

4.2 The finance policy was reviewed and it was agreed that there were no amendments needed. **AP – AD to update document on website - complete.**

4.3 Bribery and corruption was reaffirmed and it was confirmed that no protection incidents had been reported.

4.4 It was agreed that the hall oven and extractor fan should be commercially cleaned. **AP – AD to arrange. Now booked for am 7 January.**

4.5 It was also agreed that the post box would be replaced as the existing one leaks and the organ in the main hall would be disposed of. **AP – AD and GW to arrange.**

Treasurer's report to 30 November 2019

5.1 Summary finance papers had been circulated in advance. These included the financial statement for the 11 months to 30 November, income/expenditure against budget and a proposed 2020 budget.

5.2 The surplus for the 11 months was now £4353 and the current account balance was £4685. The quarterly invoices had been issued (£750) but there was additional expenditure due for the new cupboard (£310), 4 gas bottles (£258) due to presumed gas leakage, and heating failure costs over the past few days.

5.3 We now had a new LPG supplier, Solway Heating, as Richardson's had closed. Gas bottles were slightly cheaper at £64.50; they deliver on Tuesdays and Thursdays and Steve S had agreed to monitor usage and take charge of ordering.

5.4 The winter regular bookings were holding up with repeat and new bookings. Cream Tees had booked monthly then two weekly from November to March. We would also receive £300 from DCC in January for the election hire.

5.5 It was agreed that, irrespective of the additional expenditure £2500 would be transferred to Redwood Bank before the year end.

5.6 It was agreed that publicity for the exercise classes would be repeated in the New Year, particularly to attract pilates attendees. **AP – AD to contact Parish News with a new flyer – completed – will appear in February.**

5.7 The proposed 2020 budget was discussed and agreed – this forecasts a surplus of £1790 for the year.

6. 150 Club update

All tickets had been sold, and thanks were recorded to everyone for their efforts. All previous year documents had been destroyed, apart from the individual lists which needed to be changed for the current year due to changes in the committee.

7. Fundraising – Band Night

The arrangements for this event had gone well apart from the delay in the band starting. Ticket sales were much better managed; using the smaller tables and having the bar at the back had worked well. Feedback from the community was very positive and the event had raised £939 for hall funds. All were thanked for their help and support.

8. User group feedback

There was no feedback.

9. AD reminded committee members that she would be drafting the 2019 annual report during the next few weeks. Comments on the draft would be very welcome.

There was no other AOB.

10. 150 Club draw

1st	122	3rd	109
2nd	86	4th	39

The next meeting and AGM is 4 March 2020 6.30pm.

Signed:

Geoff Freeman Chair

Signed hard copy held by Secretary

Date: 4 March 2020