

Sutton St. Nicholas Village Hall Charity
Registered Charity Number: 257392

Minutes of the Village Hall Committee meeting
Monday 14th December 2015, 7.30pm
Sutton St. Nicholas Village Hall

1. Apologies for absence: Ron Gow, Eileen Dilley, Judy Stevenson
2. Minutes of the last meeting: Approved
3. Matters arising:
 - Blind in Room 1 was operational again but was subject to continuing issues due to children interfering with it. No further action needed at present
 - A copy of the Constitution of the Charity was yet to be put on the files of the Charity held by Judy Stevenson. **Action: RG to supply a copy**
 - Judy Stevenson had proposed the afternoon of the 16th January to clean tables, chairs and other equipment. However the Hall is booked for that day. The 9th or 23rd January were available instead. **Action: JS to confirm a date and time.**
4. Report of Shared Use Management Committee Meeting
 - The Chairman reported that the required annual meeting was held on 12th November and he had chaired the meeting. Minutes were taken by Suzie Lingard of HMFA. The invoice (No. 27/5) for the use of the Village Hall Kitchen was to be discussed by the School Governors after the meeting. Subsequently the School had decided they would pay 50% of this bill. The Committee agreed they would seek a reason for school only paying for 50% as there is no agreement as such and the facilities could be hired out at full cost to other hirers. **Action: JB to discuss with school.**
 - The invoice also had the cost of the first set of new keys for the Hall front door. It had been decided at the previous Committee meeting that the total cost of the two new sets of keys would be split 50/50 between school and so a re-issued invoice should be for £54 not £48 as on the original invoice.
 - School required a list of keyholders' names and addresses urgently. Ann Burke said this was in hand but that they were asking for phone numbers too. She holds that information, but it was agreed that if school wished to contact a keyholder by telephone they could obtain the information via Ann. **Action: AB to supply names and addresses urgently.**
 - The outstanding unpaid invoices for security call-outs for false alarms in the summer has not yet been resolved. However, subsequent to the Management Committee meeting, the Chairman was informed that Sentinel alarms has disabled the system in the Village Hall, pending investigations. This was confirmed as a temporary measure.
 - School plan to paint the Joint Use Hall early in 2016.

- Herefordshire Council intend to adopt Bayley Way and Lingen Field.
- Colin Birks had requested that the Village Hall supply copies of their PAT testing certificates. **Action: RG to supply PAT Certificates to HMFA**
- Utility bills will be metered on a half-hourly basis in 2016. This will mean higher charges between 4.00 p.m. and 7.00 p.m.
- The issues of lack of sufficient heating in Room 1 was raised and Colin Birks agreed to investigate with Sertec (the new heating maintenance contractors) as to whether the thermostat could be adjusted and the 'smart' heating system re-programmed to give heat for longer. **Action JB to contact Colin Birks to discuss progress.**
- Ann Potter had requested an out of hours contact number for heating issues and this was yet to be forthcoming. Ann Potter noted that having recently set the alarm off by accident, she phoned the number displayed outside for Corporate Security, and got an answer phone. The alarm was disabled by using the old keypad. **Action: JB to ask School for contacts as requested.**

5. Finance report

- Ann Potter reported that we held £8,293 at the bank as of 19th November with £307 of outstanding invoices to be received and some cash to bank.

6. Bookings report

- Ann Burke reported no significant changes to regular bookings. The value of advertising in the Sutton News was discussed. It was agreed to put it on the agenda for the AGM

7. Sutton Christmas Show

- Tickets were selling well. Proceeds are to be split between the Church and Village Hall. Setting up the stage would start from 3.00 p.m. on Friday 18th December. Mike Winnell's hard work in organising the event was noted and thanked. He would ask for any budding new performers to make themselves known for the 2016 Show.

8. Fund Raising & events

- The Curry Night on 14th November had raised £275 and was very well received by all who attended. The hard work by Nick Howe and Dan Walker was very much appreciated. Dan hoped to organise another event perhaps in the spring. The cost of tickets was discussed and it was agreed to keep the price the same, despite the high quality of the meal, as sufficient margin was being earned. The Police Choir are booked for 24th September. An event with Marden Scout Group is in the planning stages for the summer. A jumble sale was suggested but the Suttons WI are holding one, so it was agreed we would wait and see how successful they had been. Dan Walker reported he is formulating other social fund raising ideas. He also felt it would be

worth investigating getting residents to sign up to email updates on events as this may be more efficient in publicising events in future.

9. AOB

- Stan Gyford was unhappy that he has been contacted by hirers when there has been a problem with equipment in the hall e.g. cooker. Hirers have Ann Burke's number and she is happy to deal with any queries. She agreed that her contact number should be displayed prominently in the Hall. **Action: RG and AB to organise a notice for the main noticeboard.**
- Ann Potter reported that the car which was regularly using the car park was back and she had put a reminder note on it which had resulted in it being moved.
- Ann Potter also asked if she could put a lock on an empty cupboard in the kitchen to store some items for the sequence dancing group. This was agreed.
- It was noted that the shelf for the audio-visual equipment in Room 1 was not really big enough or sturdy enough for the job. A replacement should be sought. **Action: RG to source and install**

10. Date of next meeting

Annual General Meeting, Thursday January 28th 7.30 p.m. Meeting Room 2, Sutton Village Hall