

Sutton St. Nicholas Village Hall Charity

Registered Charity Number: 257392

Minutes of meeting

Monday 8th June 2015. 7.30-9.30pm

Attendees: Jonathan Blackman, Ann Potter, Ann Burke, Dan Walker, Bill Glover, Judy Stevenson, Eileen Dilley

1. Apologies for absence: Ron Gow, Mike Winnell

2. Minutes of the last meeting: Approved

3. Matters arising

- The outside light for the kitchen door has been fixed
- The switch for the outside lights has been relocated next to the front door
- External sensory security light has been fixed
- Water boiler element has been replaced
- Dripping kitchen tap has been fixed
- Outside water tap has been enabled
- PAT testing has been completed

Outstanding Actions from last meeting, not covered elsewhere:

Items to be sort out with the School:

1. Broken bike stand: ask school if it can be removed, mended or re-located
2. Ask school/Colin Birks about the removal of raised islands, to prevent accidents like Eileen Dilley's and others who have fallen off the curbs
3. Follow up with Colin/Stewart Morehead a detailed log of when the heating is actually coming on and off, to check against programmed times.
4. Ask if school caretaker can take our meter readings at the same time as he does the school readings
5. Seek clarification of where the grey water system is located
6. We need to have hot water for the toilet and kitchen sinks, as there is no hot water when there is no school.

Action: Nos 2-6: Jonathan to follow up with the School, Colin Birks or the HMFA school estate manager Stewart Morehead **Action: No 1: Ron** to follow up with school when fully recovered from op

Other outstanding matters:

7. Accident Book is needed for the hall. **Action: Jonathan or Ron** to source and purchase an Accident Book

4. Hall Maintenance matters

- Room 1 blinds broken. **Action: Ron** to arrange for Paula's Blinds to fix, once school has broken up

- Stock take, equipment condition check. Also clean chairs & tables.
Action: Judy to arrange an evening date for a sub group of Ann, Ann, Eileen & Judy to do this
- There was an Alarm call-out by Police at 1 O'Clock on Sunday 7th June. It was the school alarm. At least 2 windows on the front and 1 window at the back of the school had been left open. Ann had to attend
Action: Jonathan to write to school
- School has arranged to install an alarm for the Village Hall Front door. It will be operated by a key. Costs including key costs to be met by the school as it is for their insurance requirements
- Village Hall users do not have a key to the kitchen door, between the kitchen and hall. The door is locked during the school day for child safety, and is opened at the end of the school day for village hall users. Ann P has a key for emergencies when the caretaker has forgotten to unlock the door.
- Rubbish. Village Hall users only fill one bag of rubbish per week. This is put into the school bins, which they have kindly not objected to so far
- Cleanliness and tidiness: the hall was not clean last Tuesday night after a school day. At the weekend lots of equipment (ladders etc) were left in the hall

5. Hall Management

- Joint Use Agreement: Joint users management committee is to be arranged
- Lease: Copies of the lease had been located and circulated to committee. Judy is filing a central copy. The lease was signed between the Parish Council and Herefordshire Council in 2010, the landlord/lease responsibilities passed from Herefordshire Council to the Academy (HMFA) in 2011
- Building Responsibilities: Jonathan is compiling a comprehensive guide for Village Hall Committee
- We must move to what is set out in the joint user documents in terms of utility usage and meters. **Action: Jonathan** to progress
- We must get proper heating for the Village Hall. **Action: Jonathan** to progress
- Village Hall documents and records: Judy is creating a central file. Some outstanding documents include the Charity Constitution, date of adoption etc and Parish Council minutes handing over day to day management to the Village Hall Charity. **Action: Ron** to provide a copy of the Charity constitution and documentation. **Judy** to ask Tony Ford for a copy of the minutes recording Parish Council hand over of day to day management to the Village Hall Charity

6. Finance

Ann P reported on the finances. Bank balance May £7511. Current total £7744.95
Insurance payment is outstanding

7. Bookings

- Ann B reported that we have lost the one regular booking. No special bookings for the Summer.
- Discussion about a discount for villagers: would be attractive to locals, would be difficult to administer as most bookers have an association with the village, it was tried at the beginning of the hall bookings and found to be ineffective, to be discussed at 2016 AGM

8. Fund raising

Police Choir

Earliest availability is 11th June 2016. Cost £350 **Action: Jonathan** to follow up for other dates

Midsummer Murder

Postponed, possibly October/November **Action: Mike** organising

Xmas Show

Saturday 19th December will be a joint venture with the church. £5 ticket, £15 family. Raffle. Bar. **Action: Mike**

Gourmet Dinner Small hall 30-40 people, possibly curry, Wine or Bar, possibly in Autumn **Action: Dan** organising

Wine tasting **Action: Mike** to report next time

Antiques Road Show. Kate Bliss from 'Flog It' is pretty booked up.

Dick Brice, folk singer/entertainer. Ann P did not follow this up, as lack of committee interest

Joint working with other groups

Jonathan asked Marden cubs, suggested joint Family Sports Day

Ann B asked PCC who are happy to do joint fundraising

Marden guides & brownies **Action: Ann B**

Advertising through Facebook and Twitter. **Action: Jonathan** to investigate when we have an event to advertise

9. AOB

Dan brought up the matter of having a Community Shop in the Village Hall

NB Other matters brought up in AOB have been minuted under more appropriate headings

10. Date of next meeting:

Thursday 17th September 2015, at 7.30pm. Village Hall Meeting Room