Meeting of

Weston Village Hall Management Committee

On Tuesday, 29 November 2022 at 7:00 pm

Attending: Angel Martin (Chairperson); Alison Elsmore (Treasurer/Secretary)

Derek Gair (Occasional Lettings); Julie Gair (Minute Secretary); Gail Wray (PC Representative);

Hemant Patel

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| Item | Details | Action |
| **1.0** | **AM welcomed** everyone to the meeting. |  |
| **2.0** | **Apologies**: None |  |
| **3.0** | **Minutes of Previous Meeting**  3.1 - The minutes of the meeting held on the 25 October 2022 were approved as an accurate record. |  |
| **4.0** | **Matters Arising**  4.1 - Fire Drills – Alison has spoken to Wombats and they undertake regular fire drills with the children; everything is documented. Currently they vacate to the play area, but it was felt that this was not a suitable muster point. Alison to discuss new muster point with them.  4.2 - Heating instruction sheet – ongoing. Derek is getting to grips with the complexity of the heating controls  4.3 - An asbestos report has been located and there is no asbestos in the building. This report needs to be made available to contractors on site and further discussion will take place regarding this when the development plan is considered  4.4 - Compliance – Alison confirmed SLA signed with Entrust  4.5 - Governance – Policies need to be updated  4.6 - Lease – still needs to be actioned  4.7 - Consitution last updated March 2021 – no need to revise  4.8 - Issues with Wi-Fi signal resolved  4.9 - Cleaning items have all been ordered | AE  DG  All  All - policies  AE - lease |
| **5.0** | **Treasurer’s Update**  5.1 - Balance as of 27 November 2022  Main account - £13,786.75  Deposit account - £15,000  Savings account - £20,000  5.2 - Update - Post Office debt. Issue occurred when McCall’s went into administration and became insolvent. The Village Hall was one of its many clients owed money. Unlikely at this point that debt of £480 for rent owing will be retrieved and it needs to be written off. An invoice has been raised from May 2022 on the current company responsible for the Post Office and we are awaiting payment.  5.3 - The VH Committee had been made aware that the Post Office did not open this week, this seems to be a recurrent problem. Angela to contact the people running the service.  5.4 - A three-year service level agreement has been signed with Entrust to provide the TAMs system to manage compliance of the building. This is a Pilot scheme for Village Halls, we are working with Entrust to obtain best value. | AM |
| **6.0** | **Lettings Update**  6.1 - Occasional lettings have gone quiet.  6.2 - Indoor bowls will not take place between Christmas and New Year  6.3 - Debbie Lakin (watercolour class) will be finishing 1 Dec 2022. Regular booking calendar to be amended. Alison to write to wish Debbie all the best and to thank her for her booking | DG  AE |
| **7.0** | **Secretary’s Update**  Covered in Treasurer’s update |  |
| **8.0** | **Parish Council Update**  8.1 - new Councillor – Andrew Massey  8.2 - Councillor Hilary Hart involved in setting up a service (Solve – Staffordshire Volunteer Group) which provides people with a hot meal and transport to and from the venue. Julie to find out more and to feed back to committee | JG |
| **9.0** | **Social Events**  9.1 - Feedback from Christmas shopping event. Income from refreshments, raffle and hire of tables - £430.90 (banked). Small amount of income still to come. Expenses – decorations and refreshments £116.07. Profit £314.83. No negative feedback from stall holders or people attending  9.2 - Date for 2023 – **Friday 1st December 4.30 to 7.30pm**. Round Table to be contacted regarding Father Christmas attending. Alison to write to confirm date. Gail to suggest date to Parish Council  9.3 - Points to consider for next Christmas Shopping event  (i) Food to be provided – hot dogs are suggested  (ii) Stall holders to be given a hot drink  (iii) Some kind of entertainment to be provided for the children – suggestions?  (iv) Stall owners to be asked to include information regarding their business in with the raffle prize they donate. Making it clear that the prize has been donated and providing an advertisement for their business  Angela thanked the committee for all their help with this event  9.4 - Soup event that took place on 29 October – those that attended enjoyed it. Further event to take place Saturday 28 January 2023. Hall booked 11 to 3pm | AE  GW |
| **10.0** | **Any other business**  10.1 - Lights in the main hall, which have not worked properly since they were installed some years ago – Alison needs to take a picture for the electrician  10.2 - Bar area floor – need to proceed with replacing. Quotes may need to be revised. JG offered to do this  10.3 - HS2 – JG confirmed that Irene Winter is still looking into any possible funding. Possible projects to be funded – solar panels and outside play area for Wombats  10.3 - Water testing company has visited – awaiting their report  10.4 - Defibrillator has been replaced. Electrician did comment on control panel in village hall and the fact that it the power went off, then it would affect the whole building  10.5 - Julie and Angela to devise standard agenda for 2023 which will include a Health and Safety section  10.6 - JG asked if the Parish Council could have the main hall free of charge to hold a meeting with the Trent Valley Collaboration Group. This was agreed.  10.7 - A post-Christmas meeting needs to be arranged to discuss the Development Plan | AE  JG  DG  JG/AM  All |
| **11.0** | **Next meeting** – Tuesday 24 January 2023 at 7pm  Reminder - Website working party arranged for 4 Jan 2023 at 7pm |  |