

Meeting of  
Weston Village Hall Management Committee  
On Monday 27 January 2025 at 7pm

Attending: Angela Martin (Chair) Alison Elsmore (Treasurer/Secretary); Julie Gair (Minute Secretary); Derek Gair (Booking Secretary), Gail Wray (PC Representative)

<b>1.0</b>	<b>AM welcomed</b> everyone to the meeting	Action
<b>2.0</b>	<b>Apologies:</b> Jon Mayne	
<b>3.0</b>	<b>Minutes of Previous Meeting</b> 3.1 - The minutes of the meeting held on 25 November 2024 were approved as an accurate record.	
<b>4.0</b>	<b>To note any declarations of interest</b> - AE declared that she has a temporary contract of employment with Entrust	
<b>5.0</b>	<b>Matters Arising</b> 5.1 - There has been no further communication from the Digital Marketing student and JG does not intend to pursue this any further. JG has not been in touch with Helen Fergus regarding an appeal for help with the website, as it was felt that this should be done via the Village Hall Facebook page. JG to try and resolve access to the VH Facebook page with AM 5.2 - Anti vandal paint and facia boards; as JM not at meeting put on agenda for next meeting 5.3 - Kick boards – thanks were extended to Dave Elsmore for replacing these 5.4 - Spare shed – D Leake interested but yet to confirm. 5.5 - Guttering that needs attention to be investigated 5.6 - Alternative music event AM still needs to contact D Kirby 5.7 - Replacement chairs - AE had done some research into this and in light of the fact that it will be a very expensive outlay, it was decided further research was needed and purchase to be delayed until after April 2025	JG  JM  GW AE AM
<b>6.0</b>	<b>Chair's Update</b> 6.1 - 2025 Fete, the art group at the Methodists Church would like an opportunity to exhibit their work at the summer fete 2025. Committee approved this initiative 6.2 - There was a discussion regarding the accident book (which contains people's personal information) being available to the public. It was agreed this should not be the case. The reports were removed from the book and AE to see if this information can be entered on to the TAMs system 6.3 - AM updated the committee on two recent accidents that had been reported, both on 16 December 2024. A table tennis player who fell reported that he was being over-enthusiastic in going for a shot and the ladies badminton player had fallen backwards and had sustained a fracture to her wrist	AE

<p><b>7.0</b></p>	<p><b>Treasurer's/Secretary's Report</b> (for full Finance, Secretary and Compliance reports see appendix 1 and 2)</p> <p><u>Treasurer's Report</u></p> <p>7.1 - Current account balance - £15,630.38; Savings account balance - £26,483</p> <p>7.2 - Income £31,118.30 (Regular Users - £10,092.00; Occasional Users - £3,226.00; Grants - £8,524.00; Coffee Mornings - £668.59</p> <p>7.3 - Expenditure £31,197.72. Items of note relating to non-budgeted overheads include: Grant Work - £12,024 and Gifts and Donations £110. Expenditure items related to overhead cost include: Cleaning - £4,234.37; Maintenance - £6,266.82; Compliance - £1,046.00; Utilities -£2,979.95. A significant payment has been made after the 31 December 2024. This is for £5,184.00 to GEI Electrical Ltd for lighting work in the main hall in January 2025</p> <p>7.3 - The Treasurer provided the Committee with a budget review; this analysis of budget against actual is a useful tool to monitor both income and expenditure throughout the financial year. See appendix 1 for full budget analysis</p> <p>7.4 - The Treasurer provided with an income and expenditure report following the Christmas Market/Light Switch On, 29 November 2024. Income £524.69; Expenditure £182.27. Profit 342.42</p> <p>7.5 - A request for a reduction in charges has been received from The Piano Man and Stafford U3A Table Tennis. The U3A Group have requested they be considered as a community group and therefore subject to the reduced rate of £7ph instead of £12.50ph. Following discussion, the committee agreed the following: The Piano Man – reduce cost of hire for committee room to £14 per night; Stafford U3A is a large organisation and cost to remain at 12.50ph</p> <p>7.6 - Rate Relief renewal has been submitted to Staffordshire County Council</p> <p><u>Secretary's Report</u></p> <p>7.7 - It has been another busy period, the management of the “secretary@” email is constant. Thank you letters have been sent to C Critchlow and G Thompson for their support for the Christmas Light Event</p> <p>7.8 - Support Staffordshire's Village Hall Survey and the Member Census and Directory have been completed on behalf of the WVHMC. The State of the Sector survey 2025 was also completed. This survey is open until 27 February 2025, should anyone else wish to complete it. Support Staffordshire have also highlighted the “Simply Connect Volunteering Platform” (vcconnectsystem.or.uk)</p>	<p>AE to feedback to hirers</p>
<p><b>8.0</b></p>	<p><b>Lettings Update</b></p> <p>8.1 - December and January both been quiet months, still get enquiries for other Weston Village Halls</p> <p>8.2 - Request received from Staffordshire CC regarding using the VH car park as a starting point for a school walking bus. Committee agreed to the cap park being used for this initiative</p>	
<p><b>9.0</b></p>	<p><b>Health and Safety</b></p> <p>9.1 - December 2024 Concept Environmental have completed the annual full Risk Assessment for the control of Legionella Bacteria in hot and cold-water systems. A hard copy of this has been produced with recommendations included. An electronic version will be uploaded to the TAMs system. An action plan will need to be prepared from this ASAP. Monthly water checks continue to be carried out by HSL and results are uploaded onto the TAMs system</p> <p>9.2 - TAMs System, we continue to work with Entrust to ensure the compliance of out public building. During December some committee members undertook training on the TAMs system. Following that training, we do need to either</p>	<p>AE to contact and discuss with JM</p>

	<p>embrace the system or consider other ways of ensuring our building is compliant. <b>ALL</b> committee members were asked to log into the system in order to familiarise themselves with the Tams system and to try and action any tasks they may have against their name</p> <p>9.3 - Fire signage, JG had looked into this on behalf of AE. It was discovered that signage for a muster point was not required as long as hirers to the hall were made aware of where the muster point is located in the fire regulations information they receive upon booking the hall. JG to investigate no parking signage outside exit points at the hall</p>	<p>ALL</p> <p>JM</p> <p>JG</p>
<p><b>10.0</b></p>	<p><b>Parish Council Update</b></p> <p>10.1 - Governance Boundary Review - intended to remove the 2nd tier of Government which will impact Parish Councils. Cllr Beatty encouraged the PC to respond to the public consultation.</p> <p>10.2 - New National Planning Policy Framework will have a substantial impact with a considerable increase of housing allocations for Stafford and surrounding areas</p> <p>10.3 - Saura Cherry Tree project - GW to make an application and trees to be planted on VH grounds</p> <p>10.4 - Sandon Estate have been in touch with PC requesting a meeting, assume it is regarding planning applications</p> <p>10.5 - John Burke Memorial celebrations will take place on 1 May 2025 on Weston Village Green</p>	
<p><b>11.0</b></p>	<p><b>Maintenance Update</b></p> <p>11.1 - Compliance of the Village Hall continues to be managed in conjunction with Entrust Asset Management Services and the following has been undertaken in January 2025:</p> <p>(i) Gas boilers serviced by Sure Maintenance - no issues</p> <p>(ii) Kitchen equipment has been serviced by First In Service and the following issues have been highlighted: (a) one of the gas hobs needs a new thermocouple (b) the cooker extractor hood should be linked into the gas hob. A notice needs to be added to the instructions for the use of the unit and DG to alert occasional hirers. The notice states that the hood <b>MUST</b> be turned on <b>BEFORE</b> lighting the hobs (c) The instantaneous water heater needs to be descaled; also, it should be drained down after use. DG to inform users of this and a notice put on the heater to that effect. This is to reduce excessive scaling and prolong the life of the unit. Cleaner Marg to be approached and asked if she will undertake this as a weekly task. The company will quote for the above work to be undertaken. The replacement of the cooker to be added to the development plan</p> <p>11.2 - Electrical work, GEI Ltd have completed the upgrade to our electrical system as per their quotation. Details of the work undertaken can be found in the full report appendix 2. Following completion of this work GEI Ltd have recommended the following: (i) carry out Electrical Installation Condition Report on the rear of the building; (ii) install relevant number of external IP rated sockets to serve the Xmas decorations; (iii) install more emergency test key switches throughout the building. Committee agreed that any further electrical work is to be put on hold at present and will be reviewed at the end of the year.</p> <p>11.3 - A quotation for decoration work by B&amp;P Decorations Ltd was presented to the committee at last meeting. In light of the cost a subsequent quotation had been received for the painting of 24 sides of internal doors at a cost of £950 +</p>	<p>DG/AE</p> <p>DG/AE</p> <p>JG</p> <p>JG</p>

	VAT. Following discussion, it was agreed that additional quotations for the work would be sought	
<b>12.0</b>	<p><b>Social Events</b></p> <p>12.1 - Coffee mornings 3 and 17 February</p> <p>12.2 - Piano Man confirmed booked for 4 October 2025. JG to arrange date for your diary in Compass</p> <p>12.3 - Open Day 1 February 2025 – set up from 1pm. Table tennis table will be set up; free Pilates taster sessions on offer; dance display at 3pm; Moira Fund, Heart of Weston and First Responders will be attending. Regular users attending - bowls group, Wombats, badminton</p> <p>12.4 - Review - Christmas shopping event Friday 29 December. AM reported feedback she had received in the main was positive. Discussion regarding doing the event in 2025, views were mixed and in light of this agreed to discuss and decide at a later date. If event does go ahead Sue Chatterton has offered to do the catering</p>	JG
<b>13.0</b>	<p><b>Any other business</b></p> <p>13.1 - EV Charging point – no update</p> <p>13.2 - JG had contacted the company who had laid the flooring in the entrance hall and distributed the correspondence to all committee members. The company advised they would not usually seal this type of flooring around the edges; it could be done but there would be a cost. Committee agreed to approach Barry (cleaner Margs' husband) for a quote for this work</p> <p>13.3 - Football teams - use of changing rooms. Toilet has now been repaired</p> <p>13.4 - Grant application to Football Foundation – JG and Hilary Hart working on this, hope to submit in next couple of weeks. PC have agreed a contribution towards costs of £4,000</p> <p>13.5 - Village Halls Week 17-23 March - AM to produce something for Compass to promote the Village Hall and requesting help with fete and website</p> <p>13.6 - AGM 2025 - to be held on Tuesday 28 April at 7pm. AE to do formal notices. Tea and coffee to be provided</p> <p>13.7 - Correspondence had been received from cleaning staff regarding the cleaning time allocated on a Monday when the hall has been booked for a weekend party. The issues were discussed, including charging a refundable deposit to hirers. Following discussion, the committee approved that if cleaning staff required additional time to ensure that the cleaning was done to an acceptable level, they could claim for the additional hours</p> <p>13.8 - Price Waterhouse Cooper - managing debts for McCall's; AM has completed paperwork in respect of debt owed to VH</p>	JG  JG  AM  AE  JG
<b>14.0</b>	<b>Date of Next Meeting</b> – Monday 24 February 2025 at 7pm	