

# Rippingale Village Hall Management Committee

## Meeting of Committee

Wednesday 11<sup>th</sup> February at 7.30 p.m. in the Village Hall

### Present:

Andrew Flatters (Vice Chair), Angela Keen (Treasurer), John Warman, Wendy Gray (Secretary)  
Rowena Grew arrived late.

### Apologies:

Annette Lumb

### Minutes of the committee meeting held on 14<sup>th</sup> January 2015:

Wording amended on last paragraph.

Agreed and signed.

### Matters Arising:

### Correspondence:

Written resignation from Heather Gadsby, copy circulated to all members present.

Letter from Chris Petz asking if the Village Hall Management Committee would consider taking over the running of the Village Feast. This will not be possible at the moment and due to unforeseen circumstances this will not be put in writing but instead will be raised by John and Ginger at their meeting on 17/2/15.

Letter from Council regarding sand bins. Committee agreed either Green or Yellow, all bins should be lockable and kept externally with sufficient room to store sandbags. This will keep storage in the hall free and allow access at all hours. Response to be sent to Parish Council.

Lottery licence signed for by Ginger and Angela.

### Review of Procedures re Accounts

Wendy reported Heather had agreed for this item to be put on the agenda to review what procedures we currently have in place as per the Charity Commission guidelines.

Questions asked/answers:

1. Do we have an asset register? – **No.**
2. Stock taking – not done on a regular basis? **Every six months is sufficient.**
3. Request for Treasurer to bring Receipt and Expenditure information to all meetings? **Why.**
4. When Treasurer Reports could we please deal with cheques/invoices for payment at the same time? **Why.**
5. Perhaps look at some time in the future replacing till to one that is user friendly for all Committee members to be able to use? **Why, till we have is perfectly functional.**

At this point Wendy said this was a waste of time and she would be leaving the meeting but would be reporting to the Parish Council (she felt procedures we should have in place were not enough to satisfy the Charity Commission) and the Parish Council as Trustees of the building need to be made aware.

Wendy then left the meeting – returning briefly to advise that there was a letter of complaint about the (Treasurer) that was originally sent to the Chair but needed answering by the whole Committee. Treasurer responded that she was saving electric!!

**Treasurer's Report:**

Angela reported balances as follows –

|                 |           |
|-----------------|-----------|
| Current Account | £3,865.30 |
| Deposit Account | £4,256.48 |

\*\* See APPENDIX for further information

**New Year's Eve 2015 (Party)**

Not discussed

**Maintenance:**

Front step – alterations to be made to larger step to even out. Work will be carried out when weather permitting.

Conference Room now has boxed in cupboard.

New latch on chair/table store cupboard.

**Any Other Business:**

Ginger is currently acting Chair following Heather's resignation

Angela found a fire risk assessment. As it is 8 years old it must be updated. Discussion about removing the sign from the fire doors on the West wall. To revisit at a later date.

Fire extinguisher check completed 11/2/15.

New curtains for the stage to be discussed at a later date when there is a full committee present.

**Date of next meeting:**

Tuesday 10<sup>th</sup> March 2015 at 7.30 p.m.

**The meeting closed at 8.30p.m.**

Signed: .....

Dated: .....

Chairman

## APPENDIX

### INCOME AND EXPENDITURE

#### INCOME:

|                           |         |
|---------------------------|---------|
| Line Dancing              | £72.00  |
| Art Club                  | £36.00  |
| Dog training              | £117.00 |
| Bars                      | £98.85  |
| Bingo                     | £134.00 |
| Xmas Fayre table donation | £5.00   |