

# Rippingale Village Hall Management Committee

## Meeting of Committee

Tuesday 14<sup>th</sup> April 2015 at 7.30 p.m. in the Village Hall

	<u><b>ACTION</b></u>
<b><u>In attendance:</u></b> Andrew Flatters (Vice Chair) Angela Keen (Treasurer), Wendy Gray (Secretary), Annette Lumb, Rowena Grew	
<b><u>Apologies:</u></b> John Warman (resignation letter received after last meeting)	
<b><u>Minutes of the committee meeting held on 10<sup>th</sup> March 2015:</u></b> A copy of the minutes were agreed and signed.	
<b><u>Matters Arising:</u></b>	
<p><b><u>Correspondence:</u></b> Rowena had received an email “venues4hire” – it was agreed that this might be a good opportunity to advertise the hall (free of charge) over a larger area. Wendy to contact.</p> <p>Wendy passed to Acting Chair envelope with copy letters re complaint – letters were circulated to all members present who were of the opinion that it was not down to the committee to respond but suggested a reply is sent by individual who is named in letters. No further action to be taken.</p>	WG
<p><b><u>Review of Procedures re Accounts:</u></b> Wendy reported (via the Chair) that in early November last year she received an email from the Charity Commission with regard to changes to the Annual Return for 2015. After reading spoke with Chair and suggested that the trustees needed to be made aware of the document and need to ensure that all regulations required of us as trustees are met. The Chair agreed and asked for this to be put on the February agenda (after New Year Celebrations out of the way). A copy was sent to all trustees, Wendy asked if all had the chance to read through the information supplied by ACRE’s Village Hall Information Service (on behalf of the Charity Commission) to which all agreed.</p> <p>We briefly went through some of the main items on the list:</p> <ol style="list-style-type: none"> <li>1. Angela completes information in a Receipt and Expenditure Book – to be brought to next meeting.</li> <li>2. We need to set up a Budget for the next financial year showing - Regular expenditure ie heating/lighting/water/cleaning materials/misc expenditure. Regular income bingo etc. It was agreed we would set this up at our June meeting.</li> <li>3. Asset Register needs to be set up. Andrew will take on board.</li> <li>4. 200 Club Draw – drawn at committee meetings – see below. Information on 200 Club to be brought to next meeting.</li> <li>5. Wages/Payslip/Job Description – Wages cheques not now being made out to cash. Angela confirmed she is self employed and has Public Liability – copy of Public Liability to be brought to next meeting to review. No payslip required, invoices submitted. Copy of Job Description needs to be brought to next meeting to review.</li> <li>6. Bank Statements – A copy goes to Angela, Angela will speak with bank to see if we can get another copy sent to Acting Chair or look at photocopying.</li> <li>7. Floats – checking/signing? After function checking/signing. This is being done at Bingo nights, need to instigate at other functions.</li> </ol>	<p style="text-align: right;">AK</p> <p style="text-align: right;">All</p> <p style="text-align: right;">AF</p> <p style="text-align: right;">AK</p> <p style="text-align: right;">AK</p> <p style="text-align: right;">AK</p> <p style="text-align: right;">All</p>

<p>8. Booking documentation/procedures – hiring agreement/deposit system – Angela to bring copies to next meeting.</p> <p>9. Regular Bar stock takes need to be carried out and information provided at following Committee Meeting.</p> <p><b>Treasurers Report:</b> Angela reported balances as follows –</p> <table border="1" data-bbox="97 421 762 495"> <tr> <td>Current Account</td> <td>£4864.25</td> </tr> <tr> <td>Deposit Account</td> <td>£4,256.82</td> </tr> </table> <p>** See APPENDIX for further information</p>	Current Account	£4864.25	Deposit Account	£4,256.82	<p>AK</p>
Current Account	£4864.25				
Deposit Account	£4,256.82				
<p><b><u>New Year's Eve 2015 (Party):</u></b> Wendy confirmed “Grumpy Old Men” had been provisionally booked for New Year, same cost as last year. Wendy asked Annette if she would ask Kevin to give a quote for printing of posters/flyers/tickets. Angela raised the issue that Heather (retired Chair) was going to make enquiries of “Son of a Gun” who live in the village – it was assumed that as no correspondence had been passed over to the Acting Chair or Secretary that nothing had been done – Wendy will email Heather to ask question.</p> <p>Wendy also advised that this year she would like the Committee to consider giving a donation to Air Ambulance and MacMillan Nurses out of the profit from food and tickets. Bar profit would go to the Village Hall. Angela raised the issue that as we were a charity we could not give out donations to other charities – Wendy to check – if this is the case Wendy requested that she hire the Hall (personal) function – assuming the VHC would not be running a separate event themselves!</p>	<p>WG</p> <p>WG</p>				
<p><b><u>Maintenance:</u></b> Ladies Toilet sorted, new part ordered. Overflow in Gents leaking, toilet flushed, has been all right since.</p>					
<p><b><u>Any Other Business:</u></b> Annette asked if the committee would be considering changing/refreshing the curtains in the meeting room – need to brighten up the room. As the room is to be decorated at some time in the future it was agreed that we would look at changing the curtains, if a committee member took on the task would be a lot cheaper than obtaining quotes from professionals. Annette will consider the task in hand.</p> <p>Andrew had received a note from the Feast Committee – do not appear to have been invoiced for “Miller Magic” evening. Angela will check her files.</p> <p>Angela raised the subject of the “200 Club” felt this was now a waste of time – too many tickets not sold, profit margin is negligible. It was agreed we would continue for the rest of this year as payments made and review again later in the year. Draws for March and April not done at time of meeting. It was suggested that the “200 Club” draw is carried out at each Committee Meeting from May of this year – to be an agenda item, agenda to be advertised on the outside notice board to make people aware of when draw takes place. Previously published in Newsletter if information provided before cut off deadline.</p> <p>Wendy asked if any winnings had not been delivered – a ticket holder had enquired (when collecting monies) who they should contact as it had been published in February Newsletter that they had won £5 in January draw but to date had not received any winnings. Ticket holder confirmed name had been spelt wrongly in newsletter but ticket number was theirs. Angela to check her records.</p> <p>Angela confirmed we had again received a reduction in our Calor Gas 40p? litre instead of 60p?</p>	<p>AL</p> <p>AK</p> <p>WG</p> <p>AK</p>				

Leaflet Drop – agenda item for next meeting.	
<b>To be considered sometime in the future:</b> New Curtains for Stage Re decorating Meeting Room/new Curtains Stage Lighting Village Hall Floor	
<b>Date of next meeting:</b> Tuesday 26 <sup>th</sup> May 2015 at 7.30 p.m.	
<b>The meeting closed at 9 p.m.</b>	

Signed: .....

Dated: .....

Chairman

## APPENDIX

### INCOME AND EXPENDITURE

#### INCOME:

Line Dancing	£108.00
Art Club	£54.00
On the Ball	£117.00
Bars – February/March	£144.20
Bingo – February	£265.00
Garden Club	£90.00
Donation	£7.00
200 Club	£978.00

#### EXPENDITURE:

May 200 club	£60.00
Bookers Cash & Carry	?