

# Rippingale Village Hall Management Committee

## Meeting of Committee

Tuesday 26<sup>th</sup> May 2015 at 7.30 p.m. in the Village Hall

		<u>ACTION</u>
1	<p><b><u>Apologies for Absence:</u></b> None</p> <p><b><u>In attendance:</u></b> Andrew Flatters (Vice Chair) Angela Keen (Treasurer), Wendy Gray (Secretary), Annette Lumb, Rowena Grew</p> <p>The Vice Chairman welcomed everyone to the meeting in particular Samantha Smith from Community Lincs.</p>	
2	<p><b><u>Minutes of the committee meeting held on 14<sup>th</sup> April 2015:</u></b> All agreed for minutes to be signed with the exception of AK – did not like wording highlighted in red and wording highlighted in green was not discussed at meeting so should not be recorded – it was agreed would amend and set up action column, re circulate for signing off at next meeting.</p>	WG
	<p><b><u>Matters outstanding from the above minutes:</u></b></p> <p>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. Angela advised not now covered by husband’s Public Liability will need to set up her own asap. Angela asked for an example of what Public Liability covered, Annette and Wendy provided examples.</p> <p>Copy of Job Description needs to be brought to next meeting to review. Copy brought in – Wendy asked if she could take home and copy for Village Hall files, Angela said No as this was her personal copy, had been typed out on a typewriter, very faint and did not think would copy or that another copy existed, Wendy asked if Angela would provide a photocopy for the files asap.</p> <p>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. Angela to update.</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>Leaflet Drop re Hall Amenities – to be done asap.</p>	<p>AK</p> <p>AK</p> <p>AK</p> <p>AK</p> <p>All</p>
3	<p><b><u>Correspondence:</u></b></p> <p>Letter from Parish Council re secondment for a member of the Parish Council to the VHMC. Samantha Smith advised that representative needs to be part of the Committee.</p> <p>Letter re 200 Club from resident enquiring what is happening as nothing had been published in the Newsletter since February which reported on the January draw – letter read out and circulated at meeting, Acting Chair had sent a response to individual which was also circulated to all at meeting – Acting chairman had bumped into resident at Parish Council meeting, resident had thanked him for his swift response and said would wait to hear how we got on.</p> <p>Letter from Friendship Club read out and circulated to all at meeting. Angela asked Acting Chair if he would like her to reply:</p> <p>Angela responded - seems like someone is just trying to create trouble! Toys on top of cupboard – she has asked Cheeky Monkeys several times to make sure this area was left clear. Rowena who attends the Cheeky Monkeys group will speak with organisers and ask for toys to be put at the back of the hall with all the others but to keep the Fire Exit Door clear at the back</p>	RG

	<p>of the hall.</p> <p>Dishcloths/tea towels – these are kept in cupboard under knife box, always available. Did not understand why Friendship Club had not asked her directly as she lets them in!</p> <p>Towels in Ladies Toilet – these are washed and changed twice a week, they are old. There are hand dryers in the toilet anyway, towels were bought because members of the Bingo complained could not hear caller if someone used facilities during game. Acting Chair suggested, all in agreement that some new towels are purchased especially as there is no hand dryer in the Disabled Toilet. Angela will arrange to purchase before next meeting of Friendship Club.</p> <p>Dirty floor – dust is created when Line Dancing takes place, cleans the floor twice a week but dust accumulates in the cracks. It was suggested that perhaps Angela cleans the floor following the weekly Line Dancing Session. Samantha from Acre offered to send us a list of flooring contractors who we could contact and request quotes, once we have these quotes she would contact the Lottery Fund for us to see if we can obtain a grant!</p>	<p>AK</p> <p>SS/WG</p>				
<p>4</p>	<p>Samantha Smith, Senior Rural Officer Community Facilities, Community Lincs attended meeting to advise on procedures we should be implementing (if not already doing so) re our Accounts.</p> <p><b>(a) Review of Procedures re Accounts</b> – Samantha explained how Charity should be managed, lot of responsibility asking Treasurer in the main to do things but it is all the trustees who make informed decisions.</p> <p><b>(b) Treasurers Report:</b> Angela reported balances as follows –</p> <table border="1" data-bbox="185 1061 849 1137"> <tr> <td>Current Account</td> <td>£6,000.00 ?</td> </tr> <tr> <td>Deposit Account</td> <td>£4,256.82</td> </tr> </table> <p>** See APPENDIX for further information</p> <p>Two new signatories awaiting confirmation on signing cheques. It was agreed by all members of the committee that Wendy would sign salary cheque for A Keen (cleaning for 3 months) and Angela would countersign.</p> <p>Angela also raised issue re checking all floats before Bingo commences (not just Bar). Andrew will implement.</p> <p><b>(c) 200 Club Draw</b> – as agreed at April meeting the 200 Club Draw would now take place at Committee Meetings. The draw for May was duly completed. A question was raised that as our meetings will in the future take place on the first Tuesday of the month and that our next meeting would be 7<sup>th</sup> July (no meeting in June due to lateness of May meeting) that we also make the draw for June this evening. Angela was not in agreement and said this was not legal as we were not abiding by the rules which were written on the cards that every member receives – question was then raised if this is the case why had we not carried out the draws for March and April at due time! After a few minutes of further questions being asked and non responsive answers given a vote was taken by all present who were in agreement (with the exception of Angela) that the June draw would be carried out this evening and Angela will send results of both draws to Mary Morgan before the newsletter deadline of 15<sup>th</sup> June 2015. The draw for June was then duly completed.</p>	Current Account	£6,000.00 ?	Deposit Account	£4,256.82	<p>WG/AK</p> <p>AF/Bingo member</p> <p>AK</p>
Current Account	£6,000.00 ?					
Deposit Account	£4,256.82					
<p>7</p>	<p><b>New Year's Eve 2015 (Party):</b> As previously mentioned "Grumpy Old Men" have provisionally been booked. Annette has asked Jonathan if he would be happy to provide fill in act. Wendy will sort out draft poster with a view to obtaining quote from Kevin.</p>	<p>WG</p>				
<p>8</p>	<p><b>Maintenance:</b> Boiler not working – part that is required is not covered under warranty agreement. Hope to be</p>					

	fixed by Wednesday. Service on boiler should have been done in January – will combine service with repairs.	AF
	Old Kettle cutting out electric now kitchen on more sensitive trip. Suggest a new kettle is bought and kettle causing problems is put in bin. Angela will arrange to purchase new kettle.	AK
<b>9</b>	<p><b><u>Any Other Business:</u></b></p> <p>Rowena advised that from October she will not be available to attend meetings for a little while (new baby will be here), the committee offered congratulations and agreed non attendance for a few months was acceptable but did enquire if Rowena would be able to sign cheques if and when required for which she agreed.</p> <p>Forthcoming events where bars will be required:</p> <p>30<sup>th</sup> May – Son of a Gun – Andrew and Annette’s Son will run the bar, Wendy will be at the function and can help if required.</p> <p>20<sup>th</sup> June – Feast Committee Evening – more information required, how many people, type of event.</p> <p>12<sup>th</sup> July – Sunday afternoon Christening – Andrew will run the bar.</p>	<p>AF + 1</p> <p>AK</p> <p>AF</p>
	<p><b>To be considered sometime in the future:</b></p> <p>New Curtains for Stage</p> <p>Re decorating Meeting Room/new Curtains</p> <p>Stage Lighting</p> <p>Village Hall Floor</p>	
<b>10</b>	<p><b><u>Date of next meeting:</u></b></p> <p>Tuesday 7<sup>th</sup> July 2015 at 7.30 p.m.</p>	
	<b>The meeting closed at 9.45 p.m.</b>	

Wendy asked just before leaving if Angela required another cheque signing to cover the June Draw and a cheque was duly signed.

Signed: .....

Dated: .....

Chairman

## APPENDIX

### INCOME AND EXPENDITURE

#### INCOME:

Line Dancing	£144.00
Art Club	£108.00
On the Ball	£36.00
Bar – April	£97.75
Bingo – March	£241.20
Cheeky Monkey's	£180.00
Bunting Babes	£60.00
200 Club	£831.50
M Dance	£54.00
Rainbow Sleepover (Brownies)	£70.00
LALC	£27.00
Party Deposit	£100.00

#### EXPENDITURE:

Cleaners Wages (3 months)March/April/May	£750.00
Electricity/Water/TV Licence	£115.00
Gas Delivery	£400.00
200 Club (May and June) 2 cheques	£120.00