

Rippingale Village Hall Management Committee

Meeting of Committee

Tuesday 7th July 2015 at 7.30 p.m. in the Village Hall

		<u>ACTION</u>
1	<p><u>Apologies for Absence:</u> None</p> <p><u>In attendance:</u> Andrew Flatters (Vice Chair) Angela Keen (Treasurer), Wendy Gray (Secretary), Annette Lumb, Rowena Grew, Brian Cook representing RPC, members of the public Mike Hallas, Jim Latham, John Warman plus 2 ladies</p> <p>The Vice Chairman welcomed everyone to the meeting. Welcome to Brian Cook who was in attendance to see how our meetings are run and advise.</p>	
2	<p><u>Potential Conflict of Interest:</u> Cleaner/Caretaker, Bookings Clerk, Treasurer – following information received from the Charity Commission and in particular looking at how our finances are maintained all Committee Members were circulated with guidelines/recommendations. From this it was agreed that the Committee needed to look more closely at the roles of Cleaner/Caretaker, Bookings Clerk and Treasurer being carried out by one person ie our current Treasurer. A meeting was held with Angela in June to discuss this in more depth and Angela was asked to consider options and report back to this meeting with her decision.</p> <p>The committee had identified there was a potential conflict of interest ie situation around payments, need to be clear. Angela read out information she had on being a Trustee and the pros of being in the role for a number of years. In role of Caretaker for 12 years, Treasurer 8 years, Trustee 4/5 years) could we request special permission for her to continue in all roles.</p> <p>Annette reported as stated in documents received from the Charity Commission (Acre) All Trustees should be aware and advised of what is going on for instance this has now been going on for several months, a meeting was held with Angela and 2 Trustees to go through all the paperwork to put procedures in place going forward. Nothing has materialised, further requests have been made at meetings but the Trustees are still in the dark and we need to sort this problem out so that we can get on with the day to day running of the hall ie preparing a Budget so that we know where we are and what needs to be done to increase bookings, planning for Christmas Fayre, New Year's Eve etc. Sort out which way Angela goes on this – decision on which way wants to go ie if wants to stop on as Treasurer look to find someone as Caretaker.</p> <p>Brian Cook advised that previously when he was on the Committee he and Stan had tried to help Angela with procedures. Suggested that perhaps 1 to 1 to go through what the Committee wants would help Angela decide on what she wants or does not want to do. Annette confirmed she would be quite happy to meet with Angela (within the next 7 days) to go through information Trustees would like to see each month and a decision would be required from Angela at that stage. It was agreed that Angela would contact Annette asap to set up a time and date.</p>	AK/AL
3	<p><u>Minutes of the committee meeting held on 14th April 2015:</u> All agreed for minutes to now be signed.</p> <p><u>Minutes of the committee meeting held on 26th May 2015:</u> All in agreement with the exception of Angela re item 3 – Acting Chair asked Angela if she would like to reply – Angela asked Acting Chair if he would like her to reply.</p>	WG
4	<p><u>Matters outstanding from the above minutes:</u> Public Liability – sight of document confirming Public Liability in place has now been seen by all Committee Members.</p>	

	<p>Copy of Job Description – Copy of Job Description provided.</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. Still pending.</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, still pending.</p> <p>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, still pending.</p>	AK AK AK
5	<u>Correspondence:</u>	
6	<p><u>Treasurer’s Report:</u></p> <p>(a) Income received *</p> <p>(b) Payments to be made *</p> <p>(c) Cheques for signing *</p> <ul style="list-style-type: none"> • See Appendix <p>Balance Current Account: £6,702.33 Balance Deposit Account: £4,257.18</p> <p>Angela raised query on Bookers Cheque given to her after re stocking bar on 3rd July – she had telephoned Bookers on Sunday who had said cheque had been made out for £592.39 not £448.38 as per invoice – Andrew was concerned that accusations were being made – Andrew explained that there had been a mix up on the tills but the cheque had been made out for £448.38 and a cash payment had been made for £144.01 (Andrew to provide Angela with a copy of invoice for cash payment).</p> <p>It was agreed that we would look into the possibility of setting up an account whereby payments can be made straight from the bank.</p>	AF All
7	<p><u>200 Club Draw – July 2015:</u></p> <p>Members of the Parish Council present assisted with the draw – winning numbers were:</p> <p>£20 x 1 – No. 9 £10 x 2 – Nos. 191 and 35 £5 x 4 – Nos. 165, 22, 18, 52 Copy of winners to be placed on Village Hall Noticeboard.</p>	AK
8	<p><u>Budget 2015-2016:</u></p> <p>Unable to produce figures until item 2 sorted.</p>	
9	<p><u>Review/Amend Hiring Agreement:</u></p> <p>It was agreed Secretary would re type agreement and add in additional paragraph agreed by Committee at January 2015 meeting.</p>	WG
10	<p><u>Adopt Disciplinary Procedures Poilcy (Acre Document):</u></p> <p>Draft document received from Acre, circulated to all Committee members, very good document which we can follow. Look at adopting document asap. Mr Hallas asked why Mr Cook had not been sent a copy in his capacity as a Trustee. Secretary advised had brought a copy to meeting as did not have Mr Cook’s email address at this time. Mr Hallas advised that our governing document showed representative from the Parish Council is a Trustee and has a vote and to ignore letter from Sheila Scholes, Parish Clerk as this was wrong. Secretary advised that we were awaiting for confirmation to clarify the position from Acre. Secretary will email a copy to Brian Cook (contact email address from Brian Cook obtained).</p>	All WG

11	<p><u>New Contract – Cleaner (Draft):</u> Outline what we expect from the Cleaner, look at what she does, controls in place. View from the Village Hall Committee that this should be reviewed annually. Annette to go through with Angela.</p>	AL
12	<p><u>New Year’s Eve 2015 (Party):</u> “Grumpy Old Men” have provisionally been booked. Annette has asked Jonathan if he would be happy to provide fill in act. Draft poster provided – no changes to cost of tickets or food – Annette will speak with Kevin to obtain sample poster. Rowena will write information for newsletter.</p>	WG
13	<p><u>Maintenance:</u> Angela reported – Disabled toilet still making a noise. Signs for CCTV still to go up. Andrew reported on Boiler – warranty on boiler not expired, parts required to fix are on back order. Shaun will continue to chase and keep Andrew advised. When did warranty run out on boiler? Acting Chair asked if Treasurer had document, Secretary advised not in files she had received from previous secretary.</p>	
14	<p><u>Any Other Business:</u> Information on Hall – Leaflet Drop – it was agreed that these could be delivered when delivering flyers advertising New Year’s Eve Party.</p> <p>Village Hall Floor – 3 quotes to be obtained from list of floor contractors provided by ACRE.</p> <p>Annette asked if we had obtained new towels for the toilets, Angela confirmed she had bought 2, it was agreed again, as had been agreed previously that 6 new towels in total should be bought.</p> <p><u>Brian Cook – Parish Council Questions:</u> Agreed location of 2 blue sand bins and filled with sand. Andrew confirmed bins in correct place but a lot of sand was left lying around, it was felt the Parish Council should clear this up. Angela said she would sweep up; Andrew again reiterated that as the Parish Council had placed the bins and filled them up they should be responsible for leaving area clean and tidy. Brian will arrange for sand to be cleared.</p> <p>Defibrillator – the Parish Council would like permission to site on outside of the Village Hall. The Village Hall Committee were all in agreement.</p> <p>Old Computers – Wendy advised that there was a cupboard at the back of the hall which was filled with old computers which belong to the Parish Council – could the Parish Council please arrange to clear these out if no longer usable to free up valuable storage space. Brian will raise at the next PC meeting.</p> <p>Feast – Use of Village Hall chairs – it was agreed at committee meeting several years ago that chairs (or any furniture) would not be let out of the hall. Brian Cook confirmed that this was in fact the case. Chairs had been taken from the hall on Saturday and left in marquee overnight not needed until Sunday. Implications - could have been stolen from playing field/damaged whilst in use, no insurance cover. Mr Petsz advised Acting Chair he had been given permission by Angela. Acting Chair advised no committee member should make decisions or agree to anything without informing/asking other committee members before decision is given.</p> <p>Hall Leaflet Drop – Brian Cook offered to deliver leaflets for us if needed.</p> <p>Acting Chair had received an email from Cheeky Monkeys which he asked Annette if she would read out, the Acting Chair advised that on the morning in question he had been to the hall to check serial number on the boiler and was disturbed to see that lady from Cheeky Monkeys was in tears – at this point Mr Hallas stood up and said I’ve heard enough, until you sort out</p>	<p>All</p> <p>WG</p> <p>BC</p> <p>BC</p>

	<p>personal differences ie you need to function as a committee ie settling personal differences ie find out not the opposite, this is getting personal, it's about time the committee got their act in order and concentrated on running the hall, this was reiterated by Mr Latham.</p> <p>Annette advised that if anyone has issues or a complaint it is put in writing to VHC and dealt with as formal process through the VHC in the first instance and a response will be sent out in writing by the secretary.</p> <p>Angela advised that perhaps we should consider doing something with the hall floor sooner rather than later, she had in fact spoken with the owner of On the Ball (Lambournes) who are floor specialists who would be quite happy to provide a quotation. Secretary advised she would check if they were on the reputable flooring contactors list provided by Acre and if they were on it they would be asked if they wished to submit a quote.</p>	
	<p>To be considered sometime in the future: New Curtains for Stage Re decorating Meeting Room/new Curtains Stage Lighting</p>	
15	<p><u>Date of next meeting:</u> Due to a booking the committee will not be able to use the meeting room on 4th August as booked by a disabled group – Angela has spoken with On the Ball Dog Training as they will need to be able to leave using Disabled Access, there was no problem with this request. It was agreed that our next meeting would take place on Tuesday 11th August 2015 at 7.30 p.m.</p>	
	<p>The meeting closed at 9.55 p.m.</p>	

Signed:

Dated:

Chairman

APPENDIX

INCOME AND EXPENDITURE

INCOME:

Line Dancing	£144.00
Art Club	£126.00
On the Ball	£36.00
Bars	£1,183.95
Bingo – April	£235.60
200 Club	£39.00
M Dance/Keep Fit	£72.00
Private Party	£55.00
WI	£54.00
Feast	£80.00
SKDC – Elections	£120.00

EXPENDITURE:

Cleaners Wages (1 month) June 2015	£250.00	Still to be paid
TV	£12.12	
Electricity	£49.00	
Water	£54.00	
200 Club – July 2015	£60.00	