

# Rippingale Village Hall Management Committee

## Meeting of Committee

Tuesday 11<sup>th</sup> August 2015 at 7.30 p.m. in the Village Hall

		<u>ACTION</u>
1	<p><b><u>Apologies for Absence:</u></b> Brain Cook, Wendy Gray had to leave at 8 p.m.</p> <p><b><u>In attendance:</u></b> Andrew Flatters (Vice Chair) Angela Keen (Treasurer), Wendy Gray (Secretary), Annette Lumb, Rowena Grew, plus 2 guests in attendance (possible new members)</p>	
	<p>AL suggested that as Wendy would have to leave at 8 p.m. that we should discuss the handover of all Treasurer's files. AL asked AK when would be a convenient time to meet up, WG available any evening apart from 17<sup>th</sup> August, AK said not available at all. She would hand over all end of year information to Internal Auditor and then hand over everything to new Treasurer when appointed at AGM. It was stressed that as AK had resigned the Committee as a whole would be looking to carry out Treasurer's duties. AK was adamant that she would not hand over to WG. At this point we hit stalemate and it was suggested that before we could appoint a new Internal Auditor the information needed to be put into some semblance of order to make it easier for quotes to be obtained. WG and AF both know of someone (not in the village) who would possibly quote. AK said as AL had a template she would be happy for her to have the files. It was agreed that AL would take the files from meeting but AL advised that she may well ask WG to complete the paperwork on her behalf.</p>	
2	<p><b><u>Minutes of the committee meeting held on 26<sup>th</sup> May 2015:</u></b> The minutes of the above meeting were agreed and signed.</p> <p><b><u>Minutes of the committee meeting held on 7<sup>th</sup> July 2015:</u></b> Item 2 should state potential conflict of interest not conflict Item 6 Angela stated that there was no accusations made, Andrew may have interpreted that way but that was not the intention.</p>	
3	<p><b><u>Matters outstanding from the minutes of 7<sup>th</sup> July 2015:</u></b> Item 4 matters outstanding Angela stated that matters outstanding have been dealt with.</p>	
4	<p><b><u>Correspondence:</u></b> Resignation letters were received from the treasurer and internal auditor. Letter from the bank – Andrew can't be a signatory, therefore the Committee agreed to add Annette as signatory as soon as possible.</p>	
5	<p><b><u>Treasurer's Report:</u></b> Current Account: £7,923.06 Deposit Account: £4,257.55</p> <p>(a) Income received * (b) Payments to be made * (c) Cheques for signing * * See Appendix</p> <p>Stocktaking for the Bar – value of stock £677.80 although there is some stock which has passed its sell by date totalling £95.26. It was agreed that we need to carry out regular stock takes (monthly) and limit stock we hold if there is no bar coming up.</p> <p>AK raised checking of float process and cheque from Mr Petz is still outstanding. AF to look at whether the current till can be programmed or whether we need a new till. Also need 2 people to check the float prior to any events.</p> <p>AK also asked for the Bingo Float of £200 to be returned so that this can be paid back into the account prior to AGM. AK to also pay in £100 float she holds.</p>	<p>AF</p> <p>AF</p> <p>AF/AK</p>
6	<p><b><u>200 Club Draw – August 2015:</u></b> The winning numbers were:</p>	

	16 45 164 165 182  AF produced two templates which could be used to advertise the results and placed on Village Hall Notice boards inside and outside the building.	AK
7	<b><u>Budget 2015-2016:</u></b> Deferred until next meeting.	
8	<b><u>Review/Amend Hiring Agreement:</u></b> Deferred until next meeting	
9	<b><u>Adopt Disciplinary Procedures Policy (Acre Document):</u></b> The policy was ratified with a change of wording to include "Volunteers, employees and contractors. Section 9 final sentence needs editing to say the date of which the contractor or duties terminate and the right to appeal".	WG
10	<b><u>New Contract – Cleaner (Draft):</u></b> Annette and Rowena to meet with Angela On 20 <sup>th</sup> August 2015 at 7.30 p.m. to draft up a new contract and bring back to the next meeting on 1 <sup>st</sup> September 2015.	AL/RG
11	<b><u>New Year's Eve 2015 (Party):</u></b> Price for tickets confirmed. Flyers and Posters to be printed. Ben o.k. to sing.	
12	<b><u>Maintenance:</u></b> Boiler – repaired, now up and running Spare part ordered for Disabled toilet Signs for CCTV still to go up. Door to meeting room needs adjusting and new lock fitting Rails outside front doors – look into stripping paint back to galvanize and remark steps at front door PAT testing overdue – AF to PAT test hall and notification on the board and new hire agreement to include PAT testing of equipment	all AF
13	<b><u>Any Other Business:</u></b> Partial asset list completed – need to list all equipment in cleaner's cupboards.  2 alarm companies contacted – awaiting quotes.  3 flooring contractors contacted – need to agree dates for AF to meet with them at the hall.  Side Passage – full of weeds around the tree stumps – AF to cut down stumps which should make it easier to manage.  AL met with Mike Hallas re financial instructions – Mike has offered to work with Brian to draft these.  Christmas Fayre – 29 <sup>th</sup> November 2015.	WG  WG  WG  AF
	<b><u>To be considered sometime in the future:</u></b> New Curtains for Stage Re decorating Meeting Room/new Curtains Stage Lighting	
14	<b><u>Date of next meeting:</u></b> Tuesday 1 <sup>st</sup> September 2015 AGM Thursday 15 <sup>th</sup> October 2015	
	<b>The meeting closed at 9.50 p.m.</b>	

Signed: .....

Dated: .....

Chairman

## APPENDIX

### INCOME AND EXPENDITURE

#### INCOME:

Line Dancing	£162.00
Art Club	£54.00
On the Ball	£99.00
Bars	£594.15
Bingo – May, June, July	£844.10
Function Room Hire	£10.00
Keep Fit	£27.00

#### EXPENDITURE:

Bar Stock	£438.48
200 Club	60.00
A Keen Cleaning Wages (2 months) June and July 2015	£500.00
A Keen – 2 months expenses	£22.16
TV	£12.18
Electricity	£49.00
Water	£54.00
200 Club – July 2015	£431.35