

# Rippingale Village Hall Management Committee

## Minutes of Meeting of Committee

Tuesday 1<sup>st</sup> September 2015 at 7.30 p.m. in the Village Hall

		<u>ACTION</u>
1	<p><b><u>Apologies for Absence:</u></b> Brian Cook</p> <p><b><u>In attendance:</u></b> Andrew Flatters (Acting Chair), Wendy Gray (Secretary), Annette Lumb, Rowena Grew, Dawn Holden, Keeley Walters and Angela Keen</p>	
	The Acting Chair proposed that Dawn Holden and Keeley Walters were co-opted on as Committee Members – all existing members in agreement.	
2	<p><b><u>Handover to Committee from Treasurer:</u></b></p> <p>Items handed over as follows:            2 completed cheque books, 1 in use            1 completed paying in book, 1 in use            1 invoice duplicate book            1 petty cash book            1 lever arch file containing invoices paid, bingo takings, bank statements from August 2014 to July 2015</p> <p>When asked about information relating to the “200 Club” was told that this was set up by Rosetta some years ago, Angela had taken over from her and was nothing to do with the Village Hall.</p> <p>Angela asked who would be compiling the accounts and it was agreed by the committee that Wendy and Keeley produce spreadsheet from information provided by Angela before submitting to auditor.</p> <p>With regards to auditor – Andrew put forward one person who would charge £50, Wendy put forward two people one who would charge £60 and one who said they would check through and there would be no charge. It was agreed that we would ask Mr Taylor if he would check the accounts for us and produced a year end report (no charge).</p> <p>See income/payments in Appendix.</p>	
3	<p><b><u>New Draft Contract – Caretaker</u></b></p> <p>Annette and Rowena had met up with Angela on the 20<sup>th</sup> August to go through proposed draft contract.</p> <p>Some items highlighted in red – discussed at meeting – Annette would make relevant changes to document and re issue to committee members.</p>	
4	<p><b><u>Minutes of the committee meeting held on 11<sup>th</sup> August 2015:</u></b></p> <p>The minutes of the above meeting were agreed and signed.</p>	
5	<p><b><u>Matters outstanding from the minutes of 7<sup>th</sup> July 2015:</u></b></p> <p>None.</p>	
6	<p><b><u>Correspondence:</u></b></p> <p>None.</p>	
7	<p><b><u>200 Club Draw – September 2015:</u></b></p> <p>The winning numbers were:            194            183            48            1            176            7</p>	All

	47	Two blank templates to advertise the results and placed on Village Hall Notice boards inside and outside the building for September were provided.	AK
8	<b><u>Budget 2015-2016:</u></b>	Draft Budget had been started, once finalised on completion of figures for audit a copy will be forwarded to all members.	WG
9	<b><u>Review/Amend Hiring Agreement:</u></b>	Discussion on amounts of deposit being taken for different functions, should we amend this, it was agreed to leave as is. It was also agreed to add payment method details – once amended, copy to be forwarded to all members. AK to produce copies of receipt of payments to committee each month.	WG AK
10	<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”. Changes made – copy to be sent to all members.	WG
11	<b><u>New Year’s Eve 2015 (Party):</u></b>	Annette to establish if flyers/tickets/posters can be printed in time for next meeting. Estimate of costs £125 (only estimate). Advert to be placed in Stamford Mercury and website.	WG/RG
	<b><u>Christmas Fayre 29<sup>th</sup> November 2015:</u></b>	Details on flyers to be amended for this year – these can then be delivered at same time as New Year’s Eve flyers. Advert to be placed in Stamford Mercury and website.	WG/RG
12	<b><u>Maintenance:</u></b>	Boiler – repaired but problems re occurred. Shaun out on Saturday morning, been in contact with Baxi – looking at totally replacing with no cost to the Village Hall, hope this can be done by Friday evening. Disabled toilet - sorted Signs for CCTV still to go up.	all AF
13	<b><u>Any Other Business:</u></b>	Partial asset list completed – need to list all equipment in cleaner’s cupboards. Advised that all that is in there is Hoover, toilet rolls and cleaning materials – unable to check as Caretaker has only key and not forthcoming as does not understand why we need this information.  2 alarm companies contacted – awaiting quotes. WG to chase up.  3 flooring contractors contacted – need to agree dates for AF to meet with them at the hall – pending on finalising accounts to establish what funding we have in conjunction to seeking a lottery grant through Acre.  AF came down to chainsaw tree stumps – function on in hall therefore unable to carry out works. Pending. It was suggested that a yearly Planner fixed on the Wall in the meeting room would be advantageous for all committee members – make aware of when hall is in use and available for any works to be done etc. Dawn will look at obtaining planner for this purpose.  Dawn asked if we could make the notice board outside look more appealing i.e. although notices may be in date have faded, difficult to read some of them, point of interest for potential hirers, when walking her dog she always has a look to see what is on. AL asked if Dawn would consider taking on the job of updating/refreshing the information that is on the Noticeboard.	WG  WG  WG  AF/DH  DH
	<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>	Due to some committee members not being available for the date of Thursday 15 <sup>th</sup> October (only date Hall is available) for our AGM that was published in the Village Newsletter it was	

	agreed that we would hold the AGM on Tuesday 6 <sup>th</sup> October 2015 commencing at 7.30 p.m. and this would be held in the meeting room. Secretary will arrange for notice to be put on noticeboard and invite members from the various committees.	WG
	<b>The meeting closed at 9.50 p.m.</b>	

Signed: .....

Dated: .....

Chairman

## **APPENDIX**

### **INCOME AND EXPENDITURE**

#### **INCOME:**

Bingo August: £269.80 - £219.80 to be paid into bank (£50 float being kept back for Bingo Bar)

Cheque still outstanding from Chris Petz – AK advised it was down to AF to sort

#### **EXPENDITURE:**

Caretaker/Cleaner Salary: £250.00

200 Club September: £60.00

Thomas & Anca (Bingo Supplies): £149.26

#### **FLOATS:**

Bingo Float £200.00 – checked 1.9.2015

Float £100.00 – paid back into Bank by AK receipt no. 500363