

Rippingale Village Hall Management Committee

Minutes of Meeting of Committee

Wednesday 14th October 2015 at 7.30 p.m. in the Village Hall

		<u>ACTION</u>
1	<p><u>Apologies for Absence:</u> Rowena Grew, Annette Lumb</p> <p><u>In attendance:</u> Wendy Gray (Chair), Andrew Flatters (Vice Chair), Dawn Holden (Secretary), Keeley Walters (Treasurer), Colin Gray and Angela Keen</p>	
2	<p><u>Provisions of Service – Caretaker/Bookings Clerk:</u> In-depth discussion took place. AK stated that some weeks she works more than the eight hours for which she is paid, (over the two disciplines). CG suggested that AK should advise the committee if in the future she regularly works for more than eight hours per week. AK requested that the contract does not state that certain times and days, (i.e. Monday and Friday 9 – 12 noon) should be worked. Due to operational concerns, i.e. groups using the hall, AK requested that times/days should be at her discretion. AK requested that her salary be paid by cheque. This was agreed by the committee. AK enquired regarding an increase in the hourly rate currently paid to her. WG suggested AK should request a pay review of the Committee. WG also suggested building an annual pay review/appraisal into the contract. It was agreed that a member of the Committee should oversee the caretaker/bookings clerk supplier. This will be undertaken by WG. It was agreed to amend the contract regarding visiting contractors who may be working in or around the hall. The contractors are to contact either AF or AK prior to works commencing to advise of days/times that they will be in attendance. It was agreed that the new contract will be delivered to AK as soon as possible and is to be signed and returned by the next meeting.</p> <p>Caretaker It was suggested that AK attend a COSHH course. The Village Hall Committee to meet the cost of this. It was agreed that the Village Hall Committee will provide all cleaning materials. It was agreed that if AK is unable to open up/close up the Village Hall at any time before/after a booking/event, that some other committee members are happy to do so in her absence. It was also agreed that AK is not expected to attend the Village Hall alone should the alarm sound.</p> <p>Bookings Clerk AK was asked to provide invoices for bookings on a monthly basis. AK advised that at the moment, some users do not pay in this way. After some discussion, it was agreed that the Committee will write to weekly users to explain that from January 2016, they will be invoiced on a monthly basis, monthly users on a quarterly basis. AK to provide a list of those users who will be affected by these new arrangements.</p>	<p>WG</p> <p>AK</p> <p>AK</p> <p>AK</p>
3	<p><u>Minutes of the AGM held on Tuesday the 6th of October 2015:</u> The minutes of the above meeting were agreed and signed.</p>	
4	<p><u>Matters outstanding from the above minutes:</u> Tree Stumps – AF has received an offer for removal and disposal of rubbish at a cost of £20. It was agreed that this would be more cost effective than the hiring of a skip. Notice board – It was agreed that the outside notice board should be cleaned and painted inside.</p>	<p>AF</p> <p>AF</p>
5	<p><u>Correspondence:</u> Defibrillator – WG has written to Sheila Scholes regarding the installation. Christmas Lights – A letter has been received from Judith Tyler of the Bunting Babes confirming that the lights do still belong to the BB but are freely available for others to use.</p>	

6	<p><u>200 Club Draw for October:</u> The winning numbers were: 1) 55 2) 182 3) 184 4) 142 5) 71 6) 197 7) 23 Two blank templates to advertise the results for October and to be placed on Village Hall Notice boards inside and outside the building were provided.</p>	AK
7	<p><u>Budget 2015 – 2016:</u> To be discussed at the December meeting.</p>	
8	<p><u>Hiring Agreement:</u> Amendments were agreed and signed off. Implementation of the new hiring agreement to be with effect from the 1st January 2016.</p>	
9	<p><u>Adopt Disciplinary Procedures Policy (Acre Document):</u> Amendments were agreed and signed off. Implementation with immediate effect.</p>	
10	<p><u>Xmas Fayre:</u> The Fayre will be held on Sunday 29th November 2015, 1pm until 4pm. Tombola and other games – There were a lot of prizes left over from last year's Xmas Fayre. Stock of these to be checked. Donations of prizes are to be requested in the Village Newsletter. Santa's presents for children – There were ample of these left over from last year. AK has a list of a few people to contact to ask if they would like a table at this year's Fayre. Tables are to be £5 each. RG has designed the posters, WG will get Posters printed. The village Art Club are to be approached to see if they will paint Christmas scenes on white sheets, (to be hung as decoration on the stage during the Xmas Fayre). Sheets to be provided by the Committee. The WI to be approached to see if they will serve mulled wine and mince pies again this year. The Committee will provide the wine. John will be asked if he would be happy to be Santa again this year. Spinning (wool) demonstration – AK will try and arrange this for the Christmas Fayre. Owl's demonstration – CG to enquire of The Exotic Pet Refuge, Market Deeping to see if they are able to bring any of their owls along to the Fayre.</p>	<p>AF and AK</p> <p>AK</p> <p>WG AF</p> <p>WG</p> <p>AF AK CG</p>
11	<p><u>New Year's Eve 2015 (Party):</u> The flyers may be available next week. If not WG will get them printed. Discussion to take place at the next meeting regarding distribution and delivery.</p>	WG
12	<p><u>Maintenance:</u> CCTV signs - are still to go up Toilet pipes – Vandals pulled a pipe off and damaged it. This has since been repaired. The light to the front of the building has had a new light bulb installed. The damage around the drain to the front of the hall has yet to be repaired. The work will take a maximum of two days for AF to complete. This will take place over the weekend of Saturday/Sunday 24th and 25th of October 2015. Currently, there are bollards around the affected area for safety reasons.</p>	<p>AF</p> <p>AF</p>
13	<p><u>Any Other Business:</u> WG has obtained a large wall planner to be used from January 2016 to display bookings as they are made. Blank templates were provided in the interim to be completed and placed on the wall. AF advised that the key box to the front of the building is not secure. It was suggested that a future consideration may be to install a key box that fits <i>inside</i> the wall as opposed to <i>on</i> the wall. Discussion took place and it was agreed not to encourage users to place keys in the box when locking up the hall. CG requested that the hall Licence be checked to see if it allows customers to bring their own alcohol into the hall. DH to enquire of SKDC. WG advised that the Treasurer's report has not yet been completed as no Bank Statement is in evidence for August 2015. WG will obtain a copy from the Bank. There remains one outstanding key to the village hall still being held by a member of the public. It was agreed that only committee members should be in possession of hall keys. AK to speak with the person concerned to obtain the key. Set of keys will then be handed to WG.</p>	<p>AK</p> <p>DH</p> <p>WG</p> <p>AK</p>
14	<p><u>Date of next meeting:</u></p>	

	Tuesday 3 rd of November 2015.	
	The meeting closed at 10.05 pm	

Signed:

Dated:

Chairman

APPENDIX

INCOME AND EXPENDITURE

Unfortunately no reports this month as still awaiting missing paperwork – WG to obtain copies from the Bank

INCOME:

EXPENDITURE:

FLOATS:

Bingo Float £200.00 – checked weekly by independent volunteer - to be checked by committee at next meeting

Bingo Bar Float £50.00 – checked weekly by independent volunteer - to be checked by committee at next meeting