

# Rippingale Village Hall Management Committee

## Minutes of Meeting of Committee

Tuesday 3<sup>rd</sup> November 2015 at 7.30 p.m. in the Village Hall

		<u>ACTION</u>
1	<p><b><u>Apologies for Absence:</u></b> Rowena Grew, Colin Gray</p> <p><b><u>In attendance:</u></b> Wendy Gray (Chair), Andrew Flatters (Vice Chair) Dawn Holden (Secretary), Keeley Walters (Treasurer), Annette Lumb, Angela Keen, and John Grew, (standing in for Rowena Grew). Heather Gadsby and Jim Latham were also in attendance – visitors.</p>	
	<p>As the meeting opened, JL asked if the meeting was being recorded. WG confirmed that it was not. AK suggested that recent meetings had indeed been recorded. WG confirmed that this was not the case.</p>	
2	<p><b><u>Correspondence</u></b></p> <ol style="list-style-type: none"> <li>1) <b>Xmas Lights</b> - Following the AGM, WG has written to Judith Tyler of the Bunting Babes to confirm the use of the Christmas lights. The lights will be stored at the Village Hall and are freely available for others to use.</li> <li>2) <b>Provisions of Service</b> - The document has been delivered to AK. AK was asked if she had signed the agreement and she advised that she had not. WG asked AK if she was prepared to sign it and AK advised not. WG asked what is was about the document that AK was unhappy with. AK advised that she did not wish to sign a document that included the confidentiality clause in its present form. AL advised that she felt it was completely reasonable to include the confidentiality clause in the provisions of service document. AL suggested that it is important that hall users feel comfortable to raise any concerns they may have, in the knowledge that any complaint or otherwise will be dealt with in a wholly confidential matter. AK advised that she didn't want to give people the opportunity to hold it against her if she ever says the wrong thing to a user or the public. WG advised that Mr Hallas, (Chairperson of Parish Council), has seen a copy of the document and he was happy with it in its present format. WG advised that the only comment Mr Hallas made to her was with regard to disciplinary matters. WG advised Mr Hallas that this part of the document has already been adopted, agreed and signed off. WG explained to Mr Hallas that the Provisions of Service document has been adapted to fit in with AK's requests and has been amended as per last month's minutes. WG advised that AK may not have received Appendix One to the document which deals with security of the building and Appendix Two to the document which deals with visiting contractors. After further discussion, AK advised that she was still not happy to sign the Provisions of Service agreement before discussing it further with Mr Hallas. It was agreed that WG will contact Mr Hallas and arrange a meeting at the village hall with herself, AK and Mr Hallas before the next committee meeting, to discuss the Provisions of Service document further. A visitor agreed that it was a good idea to meet with Mr Hallas and that maybe the confidentiality clause could be reworded. Once the document is signed, it will become effective from the 1<sup>st</sup> of December 2015.</li> </ol>	WG AK
3	<p><b><u>Minutes of the committee meeting held on 14<sup>th</sup> October 2015</u></b></p> <p>AK stated that she had raised concerns at the meeting on the 14<sup>th</sup> with regard to the recording of meetings and asked why this was not included in the minutes. DH apologised to AK and the committee and advised that she is new to the role of Secretary and had omitted to include this.</p> <p>AK also asked why no mention was made in the minutes of the discussion that took place with regard to hall booking matters and possible loss of deposit and her subsequent objections to this. WG explained that the details surrounding bookings and deposits had been discussed in length and agreed at a previous meeting. AL read out a passage from the minutes in question and after some discussion it was agreed to rewrite the information in the hiring agreement to make this more easily understood. If a hirer cancels the booking four weeks or less prior to the</p>	

	<p>event then the whole deposit will be retained by the village hall committee. If the booking is cancelled with more than four weeks notice of the proposed event then 50% of the booking fee will be returned to the hirer with the remainder being retained by the village hall committee. It was agreed that in <b>extraordinary circumstances</b>, the committee can use it's discretion in these matters and may return the deposit to the hirer in full regardless of when the booking is cancelled.</p> <p>AK asked why details of the discussion surrounding raising cheques between meetings were not included in the minutes. WG stated this had also been discussed and agreed in a prior meeting. Cheques occasionally have to be raised in this way in order to pay the likes of Bookers, if supplies are needed for the bar at short notice.</p> <p>Following this discussion the minutes were agreed and signed as a true record.</p>	
4	<p><b><u>Matters outstanding from the above minutes</u></b></p> <p><b>Tree Stumps</b> – AF advised that these will be dealt with as soon as possible. AF is awaiting word from David regarding when he is free to assist with removal of rubbish.</p> <p><b>Notice board</b> – This has not been done yet. AF advised there are several posters that are about to become outdated. Once there is less on the Notice board, necessary works can take place.</p> <p><b>CCTV</b> – The signs will be installed on the 4<sup>th</sup> of November 2015.</p>	<p>AF</p> <p>AF</p>
5	<p><b><u>Financial Procedures</u></b></p> <p>WG advised she has had a meeting with Mike Hallas with regard to the Financial Procedures document in order to obtain his considered opinion. WG read out the document to those present and advised that the document had been created with Mr Hallas' input.</p> <p>A member of the public asked for clarification on the meaning of an 'emergency payment'. WG advised this could be something along the lines of urgent maintenance work being required at the hall, an example of which could be the recent problem with the drains in the car park. AK suggested that the committee should be informed before any payment is made in this way. WG advised it would not be a problem to email committee members to advise them as such and that it was Mr Hallas who suggested this facility, (emergency payment) should be included within the financial procedures document. AL suggested that two signatories, with delegated authority to sign should be required with regard to any emergency payment. WG confirmed that we have to have two signatories on cheques at all times anyway. The document will be amended to reflect this.</p> <p>Mr Hallas also recommended that whoever takes the prize monies to the winners should have the monies signed for. WG advised that a form has been created for this purpose and once signed by winners, the form will be held in the Treasurer's files.</p> <p>WG advised that the Financial Procedures are to be implemented with immediate effect.</p> <p><b><u>Treasurer's Report</u></b></p> <p>KW produced details of the income and expenditure for the months of August 2015, September 2015 and October 2015, giving each committee member a copy. WG suggested that in future it would be helpful to include a 'carried forward' balance figure. AL commented that it was very helpful to be able to see the income and expenditure clearly shown for each month.</p> <p>WG asked AK if she had a paying in book, WG will arrange for a second book.</p> <p><b><u>Floats</u></b></p> <p>AL checked the Bingo Bar float – all in order.</p> <p>DH checked the Bingo float – all in order.</p>	<p>KW</p> <p>WG</p>
6	<p><b><u>200 Club Draw – October 2015</u></b></p> <p>The winning numbers were: 38, 75, 140, 34, 96, 170, 39</p> <p>WG requested that the notices giving the month's winning numbers should be put on the Notice board on the night the numbers are drawn. Forms were provided for this purpose.</p>	<p>AK</p>
7	<p><b><u>Budget 2015 - 2016</u></b></p> <p>WG advised that the half yearly budget will be sorted out in the coming weeks. To be discussed further at the December 2015 meeting.</p>	
8	<p><b><u>Xmas Fayre</u></b></p> <p>RG has produced a flyer to be printed off and delivered to each household in the village.</p> <p>WG has been in touch with the Stamford Mercury and has asked that a photographer be in</p>	

	<p>attendance. John has agreed to be Santa again this year. WG has approached the WI and asked if they would be kind enough to serve minced pies and mulled wine. AK advised that so far 10 or 11 tables have been booked – a deposit has been taken for only 4 so far. AK knows of one other person who is considering hiring a table. AK has left a message for another person regarding hiring a table and is awaiting a reply. AK advised that bookings have been made by Angela Adams who will be bringing along honey and bee related items, the Bunting Babes – craft items and 3 Counties Dog Rescue. AK advised that the spinning, (wool), demonstration has been confirmed and will take place at the Xmas Fayre. CG is still awaiting a response from the Exotic Pet Refuge regarding the possibility of them bringing along their owls to the Fayre. AF advised that the bar will be open. WG and AF advised that there will be a raffle, tombola and other games. A check will need to be made to see what prizes, etc were left over from last year's Fayre. WG suggested everything is on track and it would be nice to get more people to hire tables. AF said that it is hoped to have a Santa's Grotto this year. This will be in the chair cupboard. From a Health and Safety point of view, this will be better as children will not have to negotiate the steps on to the stage as in previous years. AF is currently having sheets painted up with appropriate scenes to hang on the walls in the 'Grotto'. WG advised that the village Rose Queen will be in attendance. WG asked if committee members are free to help out at the Xmas Fayre. Several members agreed to do this. Discussion took place regarding the Tombola. AF suggested the prizes should be on view on the stage but that competitors should choose their tickets and be handed any prize, at a table at the front of the stage. This is better from a Health and Safety point of view as it prevents members of the public from having to climb the steps on to the stage. This was agreed. KW advised that if we are short of bookings for tables, she may be able to bring along some merchandise from work; Xmas mugs, etc, to sell. AF advised that he may too know of someone who would like a stall. WG advised that the flyer will include an invitation for villagers to donate items for the Tombola. These should be dropped off at the hall on Saturday 28<sup>th</sup> November 2015 between the hours of 11am and 2pm. The Tombola, Santa's Grotto, the Bran Tub, etc will be set up on Saturday 28<sup>th</sup> November 2015. It is possible however that some of the preparation work will take place on Friday evening, 27<sup>th</sup> November 2015 during the Bingo session. This is dependant on time restrictions. Those who have hired a table will be able to access the hall from 11am on Sunday 29<sup>th</sup> November 2015 in order to set-up their tables. WG advised that committee members can keep each other updated regarding arrangements, via email. WG advised that a maximum of 20 tables should be available for hire for this event. WG requested that AK advise her the week before the event if there are any tables remaining for hire. The outdoor Xmas lights will be lit from the day of the Fayre until after the New year. A visitor suggested the committee consider buying a 'light up' star to be displayed as part of the Xmas lights. This could be put at the apex of the village hall roof to the front of the building. The visitor advised she had done some research and such a star would cost around £50. She said with the loss of the village public house, it would be favourable to endeavour to make the village hall a focal point and the lights with the star, would be an ideal way to do this. It was agreed that this could be considered. The visitor also suggested a 'guess the weight of the cake' competition and a 'guess the number of sweets in a jar' competition, at the Fayre. The latter, she feels, being particularly attractive to children. The committee will consider these two options.</p>	<p>CG  WG AF  AF       KW AF  AF WG  AF   ALL  AK AF    ALL</p>
9	<p><b><u>New Year's Eve Party</u></b> WG advised that 18 tickets have been reserved already. WG advised that Sue Atkinson, (the former Landlady of the The Bull public house in the village),</p>	<p>WG</p>

	<p>has donated a large amount of drinking glasses to the village hall. Sue has been given a personal invitation to attend the NYE party.</p> <p>WG advised that we are now in possession of both tickets and posters for the NYE party. It was agreed that we distribute the NYE flyers with the Xmas Fayre flyers.</p> <p>AF suggested we could sell tickets for the NYE party at the Xmas Fayre. This was agreed.</p> <p>AL suggested we put a large banner outside the village hall to promote the NYE party. AF advised that we already do this.</p> <p>WG advised that the band is now booked and that an advert promoting the event is to be placed in the Stamford Mercury.</p> <p>WG advised that there is a limit on ticket sales of 120. AF suggested that this year's event could be a sell out as there are no other known local events taking place.</p> <p>WG advised that she will cater and supply a hot and cold buffet similar to last year but with a few new additions. She will cater for 15 over and above the number of tickets sold. AF suggested this will enable a small amount of tickets to be sold on the door in the event of people just 'turning up' on the night.</p> <p>AF advised he will source some champagne 'style' wine, ('Bubbly'), for the event.</p> <p>AF suggested holding a Whisky raffle. This was agreed. AF will source a large bottle of Whisky.</p> <p>AL suggested encouraging ticket purchasers to submit any requests for songs and/or dedications to be sung by Ben, before the night if possible to give him time to practice.</p>	<p>ALL</p> <p>WG</p> <p>AF</p> <p>AF</p>
<p><b>10</b></p>	<p><b><u>Maintenance</u></b></p> <p>Boiler - AF advised that a heat exchanger has exploded within the boiler. A Baxi engineer has been booked to attend next Thursday, 5<sup>th</sup> November 2015. It is possible that a new boiler will have to be installed. The current boiler is still under guarantee and is also covered by a Baxi insurance and maintenance agreement. As such, there should be no cost for either repair or replacement of the existing boiler.</p> <p>Drains – AF advised that the drain covers in question have been replaced.</p> <p>CCTV – AF advised that the signage will be put in place tomorrow.</p> <p>JG asked if it would be possible to put a bolt on the public side of the bar door to stop children going down the steps and getting into the bar area. This is a problem particularly when the children's group, Cheeky Monkey's are using the hall. Would it be possible to make use of a stair gate? If the door were to be bolted, could a sign be put on the bar side advising users not to force the door open? AF advised that it may be possible to install a door on the stage to give access to the bar which in turn would alleviate this problem. AF will investigate further.</p> <p>WG advised that further problems have come to light with another drain in the car park and also several drain covers. Two pedestrian and one industrial covers require replacement. WG has received a quote from AF to the sum of £240 to supply and fit these covers and to repair the brickwork in a second drain which requires attention, as the brickwork is collapsing. AF advised that lorries turning in the car park have damaged the drain covers. AK questioned the quote which included £60 for labour. AK suggested that Trustees of the village hall cannot be paid by the committee as this could be seen as a conflict of interest; she had to resign her position as Treasurer of the committee as there was deemed to be a conflict of interest. WG advised this was because, as Treasurer, AK was able to sign cheques for her own salary (caretaker), and that was why a conflict of interest was assumed. WG suggested that further quotes could be sourced from an alternative provider should the committee feel fit. However, it should be noted that AF has carried out the maintenance of the hall for many years, often at no cost to the hall. AK stated that maintenance should be carried out on a voluntary basis and at no charge. AL suggested that the position regarding AF carrying out maintenance work at the village hall and receiving remuneration for same should be checked with ACRE. WG agreed to do this before any work is undertaken.</p>	<p>AF</p> <p>WG</p>
<p><b>11</b></p>	<p><b><u>Any Other Business</u></b></p> <p><b>Cleaning Schedule</b> – This is to be completed by AK and is to be displayed where it can be clearly observed by other committee members. AK advised she has placed this in the Ladies toilets. AF advised that in his opinion, the schedule should be placed elsewhere as he will not have access</p>	<p>AK</p>

	<p>to it in its current position. AK suggested that not many people go into the kitchen so it would not be advisable to display the schedule there. AF suggested that the schedule should be displayed somewhere in the main hall.</p> <p><b>Calendar Pages</b> – WG asked AK if these had been completed giving details of all future bookings up to and including the 31<sup>st</sup> of December 2015. AK advised that they have. WG advised that these pages need to be displayed on the wall as soon as possible. WG asked AK if the meeting room at the village hall has been booked for the monthly village hall committee meetings for the remainder of this year and all of next. AK confirmed that this has been done.</p> <p><b>Keys</b> - WG asked AK if she was now in possession of keys as discussed at last months meeting. AK confirmed this and the keys were handed over to WG.</p> <p><b>Xmas Fayre</b> - A visitor asked if the Xmas Fayre would be advertised on the village web site. WG confirmed this to be so.</p> <p><b>Electricity</b> – A visitor asked to whom the village hall is contracted. AF advised this is EON. The visitor suggested trying OVO as they are considerably cheaper and give 3% interest on credit balances. He also suggested that they may offer special rates for registered charities such as the village hall. The Treasurer will look into this.</p> <p><b>Gas</b> – A visitor suggested contacting Calor Gas regarding a maintenance service for the boiler and also to obtain prices for a new boiler. AF advised that the current boiler is still under guarantee and that we already have a maintenance agreement with Baxi. The visitor suggested Calor Gas may offer special rates for registered charities such as the village hall, this could be considered when our current maintenance schedule comes up for renewal.</p> <p><b>Asset Register</b> – WG requested access to the Cleaners Cupboard to check what equipment is stored there i.e. vacuum cleaner (how old is it, do we need to consider replacing?) WG also advised that we need to know what assets we have and that we must have an asset register in place to submit with the insurance renewal in December 2015.</p> <p><b>Community Volunteer Scheme</b> – a visitor suggested this may be a source of potential funding for the village hall. WG advised that the committee is already aware of this scheme.</p> <p><b>Visitors</b> – AL asked for clarification on the position of visitors at the committee meeting. Were they to merely observe or were they to be allowed to participate in any debate? AL stated it was difficult to run a meeting when visitors actively take part in discussions. Surely these discussions should be limited to committee members? AL suggested that visitors should observe only and ask any questions they may have in a designated slot at the end of the meeting. These matters could then be openly discussed between committee members and visitors and minuted accordingly. This was agreed.</p> <p><b>Health and Safety Poster</b> – WG advised that she has produced a poster with regard to the stacking of chairs and the cleaning of tables. CG requested AK display this as soon as possible.</p>	<p>AK</p> <p>KW</p> <p>WG</p> <p>AK</p>
<b>12</b>	Date of next meeting; Tuesday 1 <sup>st</sup> December 2015 at 7.30pm	
	The meeting closed at 2155hrs.	

Signed: .....

Dated: .....

Chairman

## **APPENDIX**

### **INCOME AND EXPENDITURE**

#### **INCOME:**

On the Ball - £85.50

Bingo Bar - £53.25

Function Bar - £323.65

Hiring - £583.00

#### **EXPENDITURE:**

Caretaker/Cleaner Salary: £250.00

200 Club October: £60.00

TV Licence - £12.12

Electricity - £49.00

Expenses (WG) - £99.39

Bookers - £184.15

#### **FLOATS:**

Bingo Float £200.00 – checked 3<sup>rd</sup> November 2015

Bingo Bar Float – checked 3<sup>rd</sup> November 2015