

# Rippingale Village Hall Management Committee

## Minutes of Meeting of Committee

Tuesday 8<sup>th</sup> December 2015, 8pm at 13 Dovecote, Rippingale

		<u>ACTION</u>
1	<p><b><u>Apologies for Absence:</u></b> Rowena Grew</p> <p><b><u>In attendance:</u></b> Wendy Gray (Chair), Andrew Flatters (Vice Chair), Dawn Holden (Secretary), Colin Gray and Annette Lumb</p>	
2	<p><b><u>Correspondence</u></b></p> <p>WG advised she had received a letter from Keeley Walters. Keeley has resigned from her role as Treasurer of the Rippingale Village Hall Management Committee. This is due to her ongoing training and work commitments. WG will undertake the Treasurer's duties for the time being.</p> <p>WG advised that further communication has been received from the member of the public who wishes to borrow tables from the village hall for a family party. The gentleman concerned will make a monetary donation to the village hall and will be collecting the tables on Friday of this week. WG will liaise with the gentleman concerning the return of the tables to the village hall.</p>	<p>WG</p> <p>WG</p>
3	<p><b><u>Minutes of meetings held on 3<sup>rd</sup> November and 1<sup>st</sup> of December 2015</u></b></p> <p>The minutes of the above meetings will be signed and agreed at the January 2016 meeting.</p>	
4	<p><b><u>Treasurers Report</u></b></p> <p>WG advised that she has received no information from Angela Keen regarding bookings etc. £378 was paid in to the bank account by AK in November 2015 but we have no details of what this was for. Another £474 was paid in by AK on the 1<sup>st</sup> of December 2015, but again we have no details of what this was for.</p> <p>WG advised that the electricity direct debit will increase to £61 monthly with effect from January 2016 – it is currently £49 per month. CG explained that the electricity meter has been read and £49 per month is not covering the usage hence the forthcoming increase in the direct debit payments.</p> <p>WG advised that no water rates have been paid since October 2015. The account stands at £403 in credit. This means that no payments will have to be made now for approximately 14 months as the credit will cover future instalments.</p>	
5	<p><b><u>200 Club</u></b></p> <p>WG has been in touch with a member of the 200 Club to check that the new system for winners is working satisfactorily, i.e. when prize money is handed over to a winner, the winner signs to confirm receipt of it. The member confirmed that he had indeed received his prize and had duly signed for the money. Committee members were pleased to hear that the system is clearly working efficiently.</p> <p>CG advised that he has still not received his £10 winnings from the November 2015 draw.</p> <p>WG advised that the committee are unable to do the December draw for the 200 Club as despite issuing repeated requests the necessary details have not been received from Angela Keen. WG suggested that two draws be done at the January 2016 meeting – one for December 2015 and one for January 2016. This was agreed. AF expressed concern that members of the 200 Club will want to know why the draw has not been done on time.</p> <p>CG has spoken to the internal auditor, (Paul Taylor) with regard to the paperwork still being held by Angela Keen pertaining to bookings and the 200 Club. Angela has been asked repeatedly to return the paperwork to the committee but has failed to do so. Mr Taylor will write to AK and ask her to send all village hall information/paperwork etc, to him. All of this can then be handed over to the committee. CG advised that this course of action was suggested by Carol Jepson, (WI representative).</p>	



<b>9</b>	<b><u>Any Other Business</u></b> None	
<b>10</b>	<b>Date of next meeting</b> Tuesday 5 <sup>th</sup> January 2016, 7.30 pm	

Signed: .....

Dated: .....

Chairman

