

Rippingale Village Hall Management Committee

Minutes of Meeting of Committee

Tuesday 1st March 2016 at 7.30 p.m. in the Village Hall

		<u>ACTION</u>
1	<p><u>Apologies for Absence:</u> Rowena Grew, Sammy Holden, Jonny Grew</p> <p><u>In attendance:</u> Wendy Gray, (Chairperson), Andrew Flatters, (Vice Chairperson), Dawn Holden, (Secretary), Colin Gray, Mike Clarke, Carol Jepson, (WI representative), Mike Hallas, (Parish Council representative), Annette Lumb.</p>	
2	<p><u>Minutes of the Committee meetings held on 2nd February 2016</u> The minutes of the above meeting were agreed and signed as a true and accurate record.</p>	
3	<p><u>Treasurer's Report</u> WG presented details of receipts and expenditure. Receipts were checked by AL and CJ. WG advised that although three emergency lights had been fitted, there were receipts for only two lights as CG had donated one. WG confirmed that payments for two invoices from the On the Ball group would be credited to the bank account today. MH asked if payment had been received for the upcoming Miller Magic evening as he authorised payment for this event three weeks ago. WG advised payment had not yet been received. WG advised that payments from the WI are fully up to date, in fact the WI have paid in advance. Payment for the separate WI craft meetings will be due at the end of March. The Gardening group pay every three months.</p> <p>MH asked how often a banking reconciliation is carried out. WG advised this is done regularly with copies of details of income and expenditure being given to committee members at each meeting. WG proposed future expenditure as follows;</p> <p>Cleaning of the oven – WG is looking for quotes. MH advised he knows of someone who may be able to carry out this work. He understands they charge £78 to clean a double oven and £50 for a single. MH will confirm these details.</p> <p>Cleaning of carpets and chairs – WG advised she has a contact who cleans carpets and chairs and will obtain a quote. AF suggested also asking Lambourne Carpets, (Bourne).</p> <p>Stage Curtains – WG will obtain quotes for repair/cleaning of the curtains.</p> <p>WG will bring all quotes to a future meeting for the consideration of the Committee.</p>	<p>WG</p> <p>MH</p> <p>WG AF</p> <p>WG</p> <p>WG</p>
4	<p><u>Hire Charges</u> WG advised that John Warman had brought to her attention that the hire fees may need updating on the village website. WG suggested that a discussion should take place with the full committee present, as to what the future charges should be. WG suggested that once agreed any new charges should be effective from the 1st of August 2016 our new financial year. This was agreed.</p> <p>WG advised that in recent years there seems to have been no consistency when charging for the hire of the hall. Some local groups have been charged £9 an hour, some being charged a considerable amount less, i.e. Bunting Babes are being charged only £3.33 per hour. WG has been unable to establish why this has happened. It was agreed that the hiring fee structure should be examined in due course. WG will list how much each group pays and this can then be examined and discussed by the Committee.</p> <p>CG advised he had read through back copies of minutes. The Parish Clerk in 1997 had suggested that the Parish Council should pay for the use of the hall however this no longer appears to be the case.</p>	<p>ALL</p> <p>WG</p>

	<p>MH suggested that the Neighbourhood Plan meeting in the village hall should attract a hire charge. MH asked that he be billed for this. WG will forward the invoice to MH.</p> <p>CG suggested that the yearly costings for gas and electric should be examined.</p> <p>MK asked if any further details are available with regard to the proposed Indian wedding. WG advised that the wedding will take place in the Village Hall and the costings have been sorted at a very favourable rate for the Village Hall.</p> <p>MH advised that historically, there were two rates for private hirings of this sort. Village groups paid one rate and wedding hirings, (and similar events), were charged at a higher rate. WG advised that the Indian wedding will consist of five ceremonies in total. Definitely one of these ceremonies and possibly two, will take place in the Village Hall. Definite dates for each of these ceremonies has yet to be confirmed although several dates have been pencilled in.</p>	WG
5	<p><u>Maintenance</u></p> <p>AF advised that a mirror has now been fitted in the men's toilets.</p> <p>AF advised that he has installed the brass plaque on the front outside wall of the VH next to the defibrillator housing.</p> <p>WG advised that tiles in the Ladies toilets need attention. AF will fix.</p> <p>WG advised that two slight accidents have been reported of late. One lady cut her hand on a toilet roll holder. WG stated that the holders are made from cheap metal and need to be replaced. AL suggested that the Ladies toilets as a whole are grim. WG agreed. WG advised that new towels are now in place in both the Ladies and Gents toilets. The towels, along with some tea towels, were donated to the VH by Judith Tyler of the Bunting Babes.</p> <p>A second accident was reported when someone slipped on the wooden floor in the main hall. WG advised that the hall floor is splintering. WG is to get some quotes for the repair and necessary work required to bring the hall up to a reasonable standard – this may be along the lines of getting the nails knocked back in, sanding down and re-varnishing. MH advised that the floor is made of oak. CG disagreed as it is his understanding that oak does not splinter. WG suggested that maybe the floor has been part repaired in the past using other types of wood and it is those parts that are now splintering. AF suggested that the floor is made of hard wood, not oak, as it appears to be splintering all over. AL suggested that the floor has not been sealed correctly, if at all. AF suggested that the floor has dried out so much that it needs to be nourished with some sort of liquid. CG advised that the floor should not be mopped as this has clearly not helped the situation. MH suggested getting comparative quotes for the sanding and renovation of the floor. AF advised that the floor is not level and there is approximately four inches in height difference from one end to the other. AF advised that the batons under the floor boards have moved due to being slate packed incorrectly. CG suggested that the floor does not have to be attended to in any great hurry. WG advised that the Committee should remain vigilant, especially where children are concerned. WG advised that she will carry out research to establish whether a grant could be obtained to fund the cost of the renovation of the VH floor. AF advised he had already obtained one quote but more need to be sought. WG suggested that customers should be advised of the problems with regard to the hall floor when hiring/using the hall. CG suggested that in order to cover all eventualities, details of the current state of the floor should be noted in the risk assessment.</p> <p>WG advised that the perimeter footpath to the western side of the VH requires attention. MH suggested that LCC used to clear the area as it is a public footpath. AF advised that LCC have informed the Committee that this is not the case so they are unable to maintain the area. CG advised that it is important that the fire door area is kept clear at all times.</p> <p>WG advised that the roof requires attention as a part of it is once again flapping in the wind. AF will speak with the supplier who originally repaired the roof as it was only silicone and clearly</p>	<p>AF</p> <p>WG</p> <p>WG AF</p> <p>AF</p> <p>AF</p>

	<p>the repair was not of a necessary standard. The repair is no longer under guarantee however. If the supplier concerned will not rectify the problem, AF will undertake the necessary remedial works.</p>	
6	<p><u>Any other business</u> <u>Risk Assessment</u> AF advised that with the help of CG, emergency lighting has now been installed. He added that it is illegal not to have it. CG noted that the absence of emergency lighting was highlighted when the recent risk assessment was undertaken.</p> <p>WG advised that new signs have been put up by the fire extinguishers giving details of what each extinguisher should be used for, i.e. electrical fires, paper fires, etc.</p> <p>WG advised that all measuring and drawing has been done for the risk assessment. The person producing the assessment will be able to advise us of the number of bodies that can safely use the hall at any one time and when undertaking different types of activities. Once received, these details will be displayed in the VH for all users to peruse. The details will be revised by the Committee on an annual basis.</p> <p><u>Correspondence</u> WG advised that two letters have been received.</p> <p>Letter 1 – Sheila Scholes of the Parish Council has written to advise that the Parish Council intend to hold future meetings at The Bull, (Village Public House), rather than at the VH. The last meeting in the VH will be held on the 18th March 2016.</p> <p>Letter 2 – A letter has been received from Bev’ Machin, Chairperson of the Parish Council. WG advised that she had sent a copy of this letter to all Committee members and asked for confirmation from each member that the letter had been read and understood. AF asked to see a copy of the letter and re-read it at the meeting. All other members present, confirmed that they had seen and read the letter.</p> <p><u>Ideas for future events</u> WG suggested that this year’s VH Christmas Fair could be held on 27th November 2016. AL suggested this may clash with the Christmas Fair/Market that is held in Bourne. CJ suggested this is checked before a date for the VH event is finalised. This was agreed – WG to check and date can then be confirmed for VH Fair.</p> <p>WG advised that The Grumpy Old Men band are not available to book for this year’s NYE event. AL suggested The Guards band. AF confirmed that The Guards are already booked. WG suggested Rocket 57, a group of 3 who play 50’s and 60’s music. WG confirmed that presently, they are available to play on NYE. AF advised he saw the band play some six weeks ago and considered them to be absolutely brilliant. WG advised that Rocket 57 charge £500 for a NYE booking. CJ suggested finding out where they are playing locally and going along to see if they would be suitable for the VH NYE event. WG will email the band to check for suitable gigs.</p> <p>CG suggested a Jazz evening. He also suggested that the Committee need to arrange more functions. MH advised that the only trouble with this is getting people to come – so far, only 31 tickets have been sold for the Miller Magic event being hosted by the Feast Committee. AF suggested that this may be because a Miller Magic event has been held in the VH in the not too distant past and maybe people don’t wish to attend a similar event again. MH advised that Miller Magic is more for the older person and that last time the tickets sold out very quickly.</p> <p>AL suggested it would be good to ring the changes.</p> <p>MH suggested hosting race nights. CJ advised she knows someone who has done all the horses and she will get contact details.</p>	<p>WG</p> <p>WG</p>

	<p>CG suggested an RAF Band could be invited to play in the VH. MH advised this would be very expensive. WG advised that Oundle School Band is very good. Likewise, AL suggested the King's School Band from Peterborough.</p> <p>DH asked if events could be arranged for the youngsters of the village. WG asked that DH put together an article for the Village Newsletter asking the young people of the village what events/activities they would attend should they be made available to them. MH advised that 3 years ago a Youth Club was started in the village but unfortunately it just didn't work out. CG asked what went wrong with the Youth Club. MH advised that one or two young people were interested but they didn't know what they wanted and gave up in the end. MH advised that he had tried with the PC, to identify the numbers of children in the village and their age groups, but this couldn't be established. CJ suggested putting details of the above Village Newsletter article, in local villages to see if youngsters from outside the area may also like to join in. DH to email details over to CJ. DH suggested maybe a roller Disco would be popular? MK asked if there are any youth groups locally. No one knew of any.</p> <p>WG advised that the WI Big Breakfast due to be held on the 5th of March 2016 in the VH has been cancelled due to lack of support. In order to take place, 30 bookings were required but only 13 had been made.</p> <p>WG advised that she is in discussion with the village Church with regards to holding a Harvest Supper in the VH. More details when she has them. WG has the credentials to provide food and is booked on a further course with regard to this.</p> <p>AF suggested a hog roast and music evening. CG felt this would be too expensive as it would cost upwards of £700 for a pig alone. This would mean the ticket price would have to be £15/£20 each which he felt people just won't pay. AF advised that hog roasts have been held before and were well supported.</p> <p>WG suggested a Treasure Hunt, either walking or by car, to be held possibly in September 2016. CG suggested having pie and peas afterwards in the VH. MH advised that the village Beer Festival is usually held the first weekend in September so we wouldn't want to clash with that. AF suggested holding the Treasure Hunt in August instead. WG will look at the bookings calendar to find a suitable date.</p> <p>MH advised that there used to be a Craft Fair in the VH each summer.</p> <p>CG suggested a Murder Mystery evening.</p> <p>WG suggested a Halloween event for children.</p> <p>CJ suggested offering the hall for hire to Blood Donors.</p> <p>After some discussion it was decided we would look into possibility of holding a Race Night, and a Treasure Hunt (one which would get whole families involved) perhaps on a Saturday or Sunday afternoon. WG and DH to research and report back to next meeting.</p> <p>WG advised that 22 tables have now been booked for the Loose Ends table top sale to be held on 13th March 2016.</p> <p>WG advised that there is to be an Antiques Fair in the VH on 6th November 2016.</p>	<p>CJ</p> <p>DH</p> <p>CJ DH</p> <p>WG</p> <p>WG</p> <p>DH WG</p>
7	<p><u>Date of next meeting;</u> Tuesday 5th April 2016, 7.30pm The meeting closed at 2042hrs.</p>	

Signed:

Dated:

Chairman