

# Rippingale Village Hall Management Committee

## Minutes of Meeting of Committee

Tuesday 5<sup>th</sup> July 2016 at 7.30 p.m. in the Village Hall

		<u>ACTION</u>
1	<p><b><u>Apologies for Absence:</u></b> Mike Hallas</p> <p><b><u>In attendance:</u></b> Wendy Gray, (Chairperson), Andrew Flatters, (Vice Chairperson), Mike Clarke, Colin Gray, Jonny Grew, Carol Jepson, Carol Mason and Annette Lumb.</p> <p>Barry Flatters was also in attendance – Barry was welcomed to the meeting and was asked if he would consider rejoining the committee (has served on the committee previously) to which he agreed.</p>	
2	<p><b><u>Minutes of the Committee meetings held on 7<sup>th</sup> June 2016:</u></b> The minutes of the above meeting were agreed and signed as a true and accurate record.</p>	
3	<p><b><u>Matters arising from the above Minutes:</u></b> AL brought in carpet cleaner for the VH to use on cleaning the hall chairs. AL and AF will do a test on a couple of chairs in the first instance. Test still to be done.</p>	AF/AL
4	<p><b><u>Treasurer's Report:</u></b> WG presented details of receipts and expenditure. All invoices for end of year have been sent out. Expenditure receipts were checked by Carol Jepson.</p> <ul style="list-style-type: none"> <li>• <b>Income and Expenditure:</b> Spreadsheets emailed to all committee members prior to meeting. WG advised on anticipated income and expenditure expected up to year end i.e. 31<sup>st</sup> July 2016.</li> <li>• <b>Payments to be made:</b> £60 – 200 Club Draw for July £851.79 - Colin Gray (Bar Stock/Misc) £158.08 – A M Baxter (new drain covers etc)</li> <li>• <b>200 Club Draw – Winners for July 2016:</b> £20 – Rosemary Macdonald (176) £10 – Chris Hollister (36) £10 – Angela Gray (2) £5 – John Phillips (108) £5 – Brian Cook (74) £5 – Janet McNeill (60) £5 – L Hibbitt (81)</li> </ul>	
5	<p><b><u>Maintenance:</u></b></p> <ul style="list-style-type: none"> <li>• New Toilet Roll Holders – still to replace.</li> <li>• WG reported that Colin Gray and a resident of the village had cleared overgrown vegetation from the Calor Gas Tank and surrounding area. Neighbour had had hedge cut but has advised will not be doing anymore – VHC to consider keeping this tidy.</li> <li>• WG advised that two new manhole covers have been replaced and concrete re bedded.</li> <li>• Anglian Water had been called out re the overpowering odours which appeared to be coming from the sewer/drains. No blockages had been identified but AW are arranging to fit in an odour control to monitor.</li> <li>• Odours eventually traced back to gents toilets, urinals pipe work has been cleaned through and de scaled (new sealant has been applied around base of main toilet where it was identified seal was worn and there was gapping) new sealant seems to have resolved problem for the time being. VHC may need to consider replacing toilet if</li> </ul>	

	<p>problem returns.</p> <ul style="list-style-type: none"> <li>• Consideration for trickle vent to windows (as none open in the toilets) or air blocks. AF agreed to install an air brick in both the gents and ladies toilet (free of charge)</li> <li>• Fire Door – one part fitted, waiting for further parts to complete works</li> </ul>	<p>AF AF</p>
<p>6</p>	<p><b><u>Hiring Charges:</u></b> Lengthy discussion and various options discussed. It was agreed that the following charges would come into force with effect from 1<sup>st</sup> August 2016:</p> <p><b>Rippingale Village Hall has a standard hourly rate of hire with a 25% discount for local non-profit-making clubs and organisations.</b></p> <p><b><u>Standard Charge:</u></b>  <b>Main Hall : £10</b>  <b>Conference Room : £5</b>  <b>Whole Hall : £13</b></p> <p><b><u>Discounted Rate:</u></b>  <b>Main Hall : £7.50</b>  <b>Conference Room : £3.75</b>  <b>Whole Hall : £9.75</b></p> <p>JG would look online at crockery hire charges of other village halls (national and local) and reported 6.7.2016 as follows:</p> <p>Edenham village hall £20  Longthorpe village hall (150 places) £30  North Moor village hall (100 places) £50 and pro rata  Coton village hall (80 places) £1.50 per 10 items of crockery and £1 per 10 items of cutlery  Lyddington village hall - very complicated but between £1-£1.50 per 20 items  Stowe by Chartley - £20</p> <p>With regards to breakages these vary a lot or aren't listed at all. Quite a few say 'item replacement cost' but I think it's important to have a general policy in place in advance so we cover ourselves.</p> <p>An example of one set of charges is below:</p> <p><b>Crockery breakage charges</b>  Dinner plate, cup, saucer £2.00 each  Tea plate £1.00 each  Tea pot £2.50  Other items Replacement cost</p> <p>Personally, I think it's best to keep it simple and give a single cost per item - If we can get another full set as our back-up for replacements I'm sure the cost would not be as much as buying individual items and it guarantees that we have a matching set if for some reason the set was discontinued.</p> <p><b>I actually think £10 with a £1.50 breakages charge is pretty reasonable.</b>  Is it possible to get a photo of the crockery? - Or access to it so I can take some nice pictures to sell it?!!</p> <p>WG will write to all hirers explaining increase (letter also to be sent to Parish Council).</p>	
<p>7</p>	<p><b><u>Appoint Contractor to fix roof:</u></b>  It was unanimously agreed that it would be better to go with a Roofing Contractor rather than a builder but we should ask what type of guarantee would be given on the work undertaken</p>	

	(nothing printed on quote) and a copy of his Public Liability Insurance and Employers Liability Insurance if he has anyone working with him. WG will write a letter to Contractor 3 – James Campbell, Roofing Contractor.	
8	<p><b><u>Any other business:</u></b></p> <ul style="list-style-type: none"> <li>• Bingo update - numbers of attendees continues to be monitored.</li> <li>• Website update – Heading page completed, JG progressing, with a view to have up and running by 1<sup>st</sup> August 2016 (i.e. new financial year). One item for consideration was to change store room opposite cleaner’s cupboard to a cloakroom.</li> <li>• Correspondence – resignations received from Dawn and Sam Holden.</li> <li>• Xmas Fayre – Jonny Grew will produce an updated flyer/poster. Carol Mason agreed to use facebook to sell table space.</li> </ul>	
9	<p><b><u>Date of next meeting;</u></b>  Tuesday 2<sup>nd</sup> August 2016 at 7.30pm  The meeting closed at 9.30 pm</p>	

Signed: .....

Dated: .....

Chairman