

## Rippingale Village Hall Management Committee

### Minutes of Meeting of Committee

Tuesday 3<sup>rd</sup> May 2016 at 7.30 p.m. in the Village Hall

		<b><u>ACTION</u></b>
1	<p><b><u>Apologies for Absence:</u></b> Rowena Grew (Cheeky Monkey's representative), Colin Gray</p> <p><b><u>In attendance:</u></b> Wendy Gray, (Chairperson), Andrew Flatters, (Vice Chairperson), Dawn Holden, (Secretary), Sammy Holden, Mike Clarke, Mike Hallas (Parish Council representative), Carol Jepson (WI representative), Carol Mason, Jonny Grew, Annette Lumb</p>	
2	<p><b><u>Minutes of the Committee meeting held on 5<sup>th</sup> April 2016</u></b> The minutes of the above meeting were agreed and signed as a true and accurate record.</p>	
3	<p><b><u>Treasurer's Report</u></b> WG had recently emailed details of all Income and Expenditure to each Committee member. WG explained that there was one error within these details. The figure shown for Non-Domestic rates was incorrect as the payment was taken from the bank account twice in error. A refund of this overpaid amount will be received in due course.</p> <p>WG enquired of MH if he had managed to obtain any further information from Angela Keen with regard to the 'unknown' deposit paid into the Village Hall bank account. MH advised he had no further details at present.</p> <p>WG suggested it would be pertinent to review the current hiring fees whilst so many Committee members were present. WG read out a comprehensive list of current hiring fees. WG advised that whilst some village groups pay £7.50 per hour to hire the hall, some pay only £10 for three hours use. Lengthy discussion took place. WG is to research how much other local Village Halls charge for their hirings. It was agreed to consider an increase and formalization of prices once more details are to hand. WG suggested any increase in price should be implemented from the start of the Village Hall's financial year, namely August. This was agreed.</p> <p>MC checked current expenses, (shown below), and DH signed necessary cheques. May 2016 200 Club drawer - £60.00 Mr C Gray – Bar Stock/ Misc - £183.81, made up as follows:</p> <ul style="list-style-type: none"> <li>• Bar Stock - £114.35</li> <li>• Stationery - £22.00</li> <li>• Misc/Mat/Clock - £27.46</li> <li>• Cleaning - £20.00</li> </ul> <p><b>Cleaning of Oven and Hob</b> – this has been arranged for the end of May 2016. <b>Cleaning of Chairs</b> – Nothing has been arranged yet. AL suggested using a VAX to clean the chairs; she has one available. This was agreed. <b>Stage Curtains</b> – Nothing has been arranged yet.</p> <p><b>Repairs to roof/repairs to floor</b> – WG has two quotes so far for the necessary roof repairs. AF to obtain two more quotes for this. WG is in the process of applying for a grant towards the cost of the roof repair and also towards the cost of repairs/renovations to the floor. All quotes received are valid for twelve months.</p>	<p style="text-align: center;">MH</p> <p style="text-align: center;">WG</p> <p style="text-align: center;">AL</p> <p style="text-align: center;">AF WG</p>
4	<p><b><u>Maintenance</u></b> <b>Re-tiling in Ladies toilets</b> – this has been completed. <b>Fixing new First Aid Box to wall in Disabled toilet</b> – this has been completed. <b>Fix new toilet roll holders</b> – replacements still need to be purchased <b>Remove weeds from outside building</b> – this has been done</p>	

	<p><b>Clear shrubbery at side of building</b> – WG has spoken to Mr Clive Boyfield who has quoted £20 - £30 to carry out this work. This was agreed.</p> <p><b>Fire Doors</b> – WG advised that the catches are faulty. AF to order the necessary replacement parts.</p> <p>Heater Thermostat – AF asked why this had been moved. He advised that Sean the electrician had informed him that he, (Sean), had been asked to move it by another Committee member. AF suggested the thermostat is not in the right place and requested it be put back to its original position. AF feels the thermostat is now too high and is not safe as people have to climb on chairs etc, to reach it. He considers this to be a Health and Safety issue. A lengthy discussion took place. WG asked if the general consensus of opinion was that the thermostat should be returned to its original position. This was agreed. AF will arrange for this work to be carried out.</p>	<p>AF</p> <p>AF</p> <p>AF</p>								
<p>5</p>	<p><b><u>Any Other Business</u></b></p> <p><b>Correspondence</b> – DH advised she has received an email from Sheila Scholes of the Parish Council with regard to the PC having sight of the VHC minutes. This is in hand.</p> <p>WG advised she has received communication from South Kesteven District Council regarding the Police Commissioner’s election to be held on Thursday 5<sup>th</sup> May 2016. WG added that SKDC are now fully aware of the VH Committee’s contact details.</p> <p>WG has received notification from SS of the PC regarding the PC annual meeting. WG has drafted a report for this meeting, (attached). WG is unable to attend the meeting on the 19<sup>th</sup> of May 2016. MH offered and agreed to read the report to Councillors on the 19<sup>th</sup>. WG will email SS to confirm this arrangement.</p> <p><b>200 Club Winners for May:</b></p> <table data-bbox="183 1120 1037 1265"> <tr> <td>£20 (169) - Jill Gray</td> <td>£10 (192) - Dawn Holden</td> </tr> <tr> <td>£10 (25) - Robert Mason</td> <td>£5 (200) - BCD Gray</td> </tr> <tr> <td>£5 (189) - Donna Andrew</td> <td>£5 (17) - Sue Knibbs</td> </tr> <tr> <td>£5 (28) - Bryony Harrison</td> <td></td> </tr> </table> <p><b>Bingo:</b> WG advised that the Bingo session planned for Friday 29<sup>th</sup> April 2016 had to be cancelled due to illness and absence. It was not financially viable to run the event. WG advised that the Bingo sessions are currently being re-advertised by way of local posters and advertisements being placed in the Stamford Mercury and the Bourne Local newspapers. Posters have also been placed in Sainsbury’s supermarket in Bourne, Waterside Garden Centre at Baston and Morton Post Office. WG advised that she has spoken with someone who is happy to deliver flyers to homes in the village regarding the Bingo sessions. WG advised that at present there are more outsiders attending Bingo sessions rather than villagers.</p> <p><b>New Year’s Eve Event:</b> WG advised that Rocket 57 have been booked for the evening. WG has produced a flyer which was shown to Committee members. Flyers will be printed in due course. WG is to place a newspaper advert giving details of the event. Details will also be distributed via the village Newsletter.</p> <p><b>Harvest Supper:</b> No further details at present.</p> <p><b>Village Hall website:</b> JG gave a detailed outline of how this could work. JG is happy to set up and administer the website and advised that it could cost as little as £2.75 per month overall. Committee members agreed that JG should go ahead.</p>	£20 (169) - Jill Gray	£10 (192) - Dawn Holden	£10 (25) - Robert Mason	£5 (200) - BCD Gray	£5 (189) - Donna Andrew	£5 (17) - Sue Knibbs	£5 (28) - Bryony Harrison		<p>DH</p> <p>MH WG</p> <p>WG</p> <p>WG</p> <p>JG</p>
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6	<b><u>Date of next meeting</u></b> Tuesday 7 <sup>th</sup> June 2016	
	The meeting closed at 2051hrs	

Signed: .....

Dated: .....

Chairman

## CHAIRMAN'S REPORT TO PARISH COUNCIL 19<sup>TH</sup> MAY 2016

Firstly we would like to thank the Parish Council for their continued support through the year and hope that this will continue.

The Village Hall continues to have an ongoing programme of repairs and improvements at the speed that the finances dictate (thank you again for your cheque for £600). Two major financial repairs that are needed in the not too distant future is to look at replacing the Hall Floor and repairs to the Village Hall Roof, recent heavy winds took off tiles which highlighted the problem that some roof timbers are rotting (a problem encountered on properties around the village). A temporary job has been carried out to replace tiles for the time being to make the building watertight.

We closed 2015 with a healthy bank balance. Following a rocky start the new committee have been busy in ensuring that all aspects of the running of the Hall is brought up to standard to satisfy the needs of the Charity Commission (in particular our financial regulations).

- New Till has been bought for the Bar area.
- Health & Safety Legislation has been brought up to date.
- Installation of Emergency Lighting in all toilets
- A full risk assessment has been carried out on the building – this only now needs checking each year and any additional changes added
- A full electrical installation check has been carried out
- Fire Extinguishers have been fully checked and replaced/new bought.
- We are looking at building our own website.
- Conference room has been partially redecorated by a volunteer (ongoing) other areas to receive a lick of paint in due course are front entrance hall/store cupboards/back entrances.

The hall is continually in use 5 days a week Monday to Friday by the following:

- Line Dancing (twice a week)
- Art Class
- Bingo
- Cheeky Monkeys
- Dance Exercise
- Keep Fit
- Loose Ends
- On the Ball (Dog Training)

Bunting Babes, Friendship Club, Gardening Club, WI, WI Craft also use the hall at least once a month.

We have received provisional bookings for 3 Wedding Receptions 2 this year and 1 next and of course we still continue to accommodate Children's Parties and Christenings.

We have an antiques fair booked for the beginning of November and if this is successful this could lead to 6 bookings per year (which will help cover weekend spaces)

We have also received 3 bookings for events during September, October and November for the Feast.

Our Christmas Fayre will take place on Sunday 20<sup>th</sup> November and we will be entertained on New Year's Eve this year by Rocket57 – hope to see some of you there.

Thank you for listening.

Wendy Gray  
Chairperson  
Rippingale Village Hall

