

TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

MINUTES for 5th September 2016

Present: David Partridge Ed Maxwell Trisha Lightfoot Carol Thurlby
Pete Chamberlain Fran Marsden Julie Hart Carol Doherty
Zoe Moorhouse Colin Whitton
Peter Smith (Trustee)

Apologies:

The Chairman welcomed Peter Smith to the meeting.

Minutes of Previous Meeting: (Agreed after meeting)

1. **Agreed**
2. **Proposed:** E. Maxwell **Seconded:** Fran Marsden

MATTERS ARISING:

S106 FUNDING:

To ensure adequate time could be devoted to this item, all agreed that it should be discussed at the end of the meeting.

CHAIRMAN'S REPORT:

Nothing to report.

SECRETARY'S REPORT:

Patchers: Letter received thanking the Committee for their apology.

Wi-Fi in the Hall: It was reported back to the meeting that: - in order to take advantage of a half price deal offered by BT the PC had ordered a package. The PC would cover the costs for the initial contract or a 12 month period after which the situation would be reviewed. It was intimated that should the use of the Wi-Fi be extended the Village Hall would be expected to cover the ongoing costs. The PC made no mention regarding provider ownership, responsibilities or supervision. Although at the previous meeting (July) it was agreed: - "that the Village Hall would not become involved with this proposed project and that if the Parish Council wish pursue it further they should take full ownership of it. ... ", further discussions took place as to whether there should be Wi-Fi in the Village Hall. It was agreed that Trisha and Ed will investigate the issues in contention and report back at the next meeting.

Friends of the Village Hall (FVH):

The meeting of the FVH in July was held as an alternative to a proposal that an individual be appointed to be the prime contact and organiser for FVH.

The meeting held in July was not structured and became fragmented. It

ACTION

TL/EM

also led to some confusion and wrong impressions, in that some attendees thought that they were to be part of the decision making process. It agreed that there should be a single point of contact between the Committee and FVH. David volunteered to be the contact.

DP

Valuation Office Agency (Non-domestic/business Rates):

Letter received stating that the Hall had been incorrectly assessed in the past, at £9,100, and that the current figure should be £1375. AVDC use these figures to set local business rates. What affect, if any, it will have on us is not clear – we currently pay ca £34/p.a. A form requesting information was subsequently received, completed and returned.

Television Licence:

The licensing authorities have submitted a request regarding our current circumstances.

CW

Terms & Conditions: It was considered time to review these documents. All committee members agreed to go through these and report back at the next meeting. (Available via the Website).

ALL

TREASURER'S REPORT:

The balance for July was £103.3.

The balance for August was £774.03. This was primarily due to two donations from the Community Cafe totalling £800.

LETTINGS REPORT:

A wedding party on September 3rd resulted in bags of rubbish and bottles being left on the ground by the wheelie bins. The rubbish completely filled 3 wheelie bins. While the Hall was left in a clean condition, tables and chairs were “put” away untidily restricting the use of the Committee Room and shed access. It was conceded that there will be other occasions when this situation will arise and that retention of a deposit may not prevent this. The possibility of bringing hirers responsibilities to their notice immediately before using the Hall rather than when the original arrangements are made was discussed (a year ago in the case above). Terms and Conditions to be investigated and the possibility of a “Welcome Pack”. To be discussed next meeting.

ALL

MAINTENANCE:

Embankment: Ed has painted the woodwork around the embankment. Removal of the Elder and cutting back shrubs outstanding.

CW

Committee Room Floor: Completed.

Ladies Toilet Door Lock: Replacement bolts difficult to locate.

PC/CW

Main Hall Door Lock: Report of possible of unauthorised entry. If there is a further report, door lock to be replaced.

Storage Shed Door: Cafe personnel had experienced problems keeping this door open when removing/storing items. Ed to fit a cabin hook.

EM

Cladding: The new cladding has deteriorated and is in a poor condition on the sides and rear of the building. This is considered to be down to poor workmanship. CJM to be contacted.

CW

FUND RAISING:

A magician who had put on a show several years ago recently made contact to ascertain to possibility of putting on another show in the Hall. The previous show which was augmented by the availability of a bar and table nibbles was successful with tickets at £10 p.p. It was agreed to investigate further and establish the dates that he is available with November being an ideal time.

CW

Village Hall Improvement Fund Draw: The prize money for winning unallocated numbers goes into a bonus draw fund in December. This is reported in the Tingewick News. The previous owner of a not won number claimed the £5 prize even though there was no evidence of a subscription being paid. At the recent draw held in the Community Cafe (no meeting in August) two further unsubscribed numbers were drawn (both £5 prizes). The subs for one was collected the other prizes were paid as goodwill gestures. It was agreed that the “not won” numbers will not be published in future.

CW

A previous hirer appears to have used the fund draw box for a raffle. Pete to check that all the Hall's draw numbers are still present.

PC

HEALTH & SAFETY:

Key to the Scout's shed missing.

CW

Committee Room Emergency Exit door sticking and door latch just holding. Pete to investigate.

PC

S106 Funding:

The funding application was submitted to AVDC, via the Parish Council, who expressed their support for the project. Subject to authorisation signatories the next stage will be to present plans and quotes to obtain project approval.

CW

Carol's brother, Richard, an architect has agreed to draw-up the initial plans and obtain planning permission. Other than expenses there will be no charge for this.

ANY OTHER BUSINESS:

The question of baby-change facilities was raised. Unfortunately the Secretary has no notes concerning this or the outcome.

IMPROVEMENT FUND DRAW:

| | | | | |
|----------------------------|-----|-----|-----------------|------------------------------|
| 5 th September | 9 | £5 | Not Won | |
| 12 th September | 136 | £50 | Mrs. A. O'Gara | Buckingham Street |
| 19 th September | 122 | £5 | Clive Partridge | Brambles Water Stratford Rd. |
| 26 th September | 32 | £5 | Not Won | |
| | | | | |

Meeting closed at: 8.50 pm.

Next Meeting: Monday 3rd October @ 8.00 pm

The Committee then retired to the main hall for a meeting with the Friends of the Village Hall.

MEETING WITH THE FRIENDS OF THE VILLAGE HALL

5th SEPTEMBER 2016

Present:

Village Hall Management Committee:

**David Partridge Carol Doherty Trisha Lightfoot Carol Thurlby Julie Hart
Fran Marsden Pete Chamberlain Ed Maxwell Colin Whitton**

Friends of the Village Hall:

Anna Donaldson Madeline Bennett Kevin Higgs

The Chairman welcomed those present and explained how that he will become the contact point between committee and FVH.

A discussion then took place regarding the proposed entertainment evening featuring a magician.

Members of the FVH drew the numbers for Improvement Fund Draw.

Circulation: CT, ZM, DP, PC, EM, CD, FM, JH, TL, CW,
P. Smith, A, Hawkins