

Winsford Village Hall

Minutes of the WVH Committee meeting held on Tuesday 31st January 2017 at 7.30pm.

Present

Sue Hayes (SH) Chairman and Booking Secretary
Steve Hunt (SAH)
Robin Lockwood (RL)
Marilyn Martin (MM)
John Titcombe (JT)

1. **Apologies.**

HR, DW & IW

2. **Approval of minutes.**

The minutes of the meeting held on 1st November 2016 were approved and duly signed by SH.

3. **Matters arising from the minutes.**

Signing of minutes - see item 2 above.

Item closed

New committee members – SH will enquire of

Action SH

Grant money - purchase of new equipment. RL reported that he had now purchased a replacement table tennis table, bats and balls for a total of £..... (ie circa £..... less than previously thought, due to the table being on sale).

Item closed

WiFi in the WVH. SAH advised that the broadband was now operational and thanked RL for his assistance in moving the router into the hallway from the main hall. RL has kindly provided the plastic trunking for and would submit a claim for £..... for the extension lead. Further the ENP has offered a grant to purchase a projector and had identified one which they “consider appropriate and good value for money”. RL has assisted SAH with reviewing this projector and supported the ENP view. SAH advised that WPC had also endorsed the recommendation at a meeting on 30/01/17. SAH would now purchase an Epson EB-S04 portable projector and RL would purchase the associated leads.

Action SAH/RL

Monitor of new bookings resulting from the WiFi service - additional bookings resulting from this new service would be monitored, but encouragingly it was thought that the ENP did appear to be booking more often.

Action SH

Advertising the new WiFi service We will now actively promote the new service to encourage additional lettings. SAH has already asked the Parish Clerk to advise all her contacts (including ENP) of the new service.

Action All

Chair positioning/replacement/refreshments. SAH has advised WPC that we would not be able to provide this service.

Item closed

PRS terms It was agreed that the existing licence was probably sufficient. However, SAH will make an amendment to our hire terms, such that the organiser would be responsible for having an appropriate music licence if music is to be played. Further SAH would investigate the type of licence required for the village fete, as he had ascertained that the Recreational Society did not hold any type of music licence.

Action SAH

Willingness to serve signature sheet. SAH presented a revised sheet which all meeting attendees duly signed. HR, DW & IW will be invited to sign at the next meeting. **Action SAH, HR, DW & IW**

Website update – see item 6 below

Activity Schedule update – see item 7 below

Fiona Page offerings – the meeting considered these not appropriate for WVH

Item closed

Computer courses – see item 8 below

Archive film on Exmoor – SAH has made contact with the organiser of the Simonsbath Festival asking for assistance with arranging this. He awaits a response. **Action SAH**

Baby & Toddler Group purchases – due to HR's absence, an update was not available. **Action HR**

Wall mounted notice board & price – Various styles and pricing options were discussed. It was agreed to await the outcome of advice regarding planning permission requirements per the next item.

Notice board planning permissions – SAH has been to ENP's planning drop-in advice centre in Porlock. He was advised it was likely that "Advertisement Consent" may be required. However it would depend on size. ENP agreed to advise further and we await their advice. **Action SAH**

Archive storage space – SAH has spoken with Mel Mileham and will manage the transfer of WVH archive material to the main archive with her. **Item closed**

However, what is our insurance position regarding items stored in the VH which do not belong to us (including the A3 printer which is taking the space vacated by WVH archive material)? **Action IW**

4. Treasurer's Report

Confidential to Trustees.

5. Secretary's Report

SAH advised that most items had been covered in item 3 above or would be covered in item 7 below. Additionally;-

- He had been asked whether we would like to make a presentation, at the upcoming Annual Assembly meeting on 29/03/17, promoting the activities available at WVH and invite further use. It was agreed that we would produce a flier of the same and place on each chair. SH will write the script and SAH will produce the flier. **Action SH/SAH**
- In circulating our annual Charity Commission (CC) return to trustees, SAH had drawn attention to additional questions being asked by the CC, presumably as a result of our income being in excess of £xxxx. It was agreed that this would be discussed at the next meeting (in particular when IW was in attendance). **Action All**

6. Website update & Marketing

Details of all VH events are to be uploaded on to the village website.

Action HR

7. Activity Schedule review

In accordance with our risk management procedure this was updated, actions agreed and will be circulated with the minutes.

Action SAH

8. Future events

- Computer Courses – details of a Somerset Skills & Learning course run in Minehead had been ascertained by DW. Unfortunately funding had been withdrawn and any courses run in Winsford would currently be chargeable. DW was asked to ascertain the detail. **Action DW**
- Archive Film on Exmoor – see 3 above
- Cleverly Everlys – 18/02/17 – 7pm - £12.50
- Sale or swap – 18/03/17 – 10am – noon – see AoB below
- Easter Bingo – 01/04/17
- Coffee morning and sale – 08/04/17 – 10.30am
- Hunt fashion show – 12/04/17
- Minehead Male Voice Choir – 29/04/17 – 7.30pm
- Winn Club sale - 03/06/17 – 10.30am
- Village fete – 12/08/17

- Outdoor pursuits group?

9. AOB

- The kitchen's water heater had been de-scaled at a cost of £xxx. This should be done annually and will be added to the Activity Schedule for monitoring. **Action SAH**
- RL has spent c£xx on replacement bulbs, £xx on a replacement vacuum cleaner head and a new "Rembrandt" lamp shade for the hall at c£xx and needs reimbursing. **Action RL & IW**
- MM suggested a sale or swap event in the VH (with all profits going to the VH) which she would advertise and arrange (see 8 above). **Action MM**
- MM advised that Mel Mileham had requested that some archive material (eg a picture of Bevin and a tapestry of the Royal Oak) be hung in the VH. This had been requested before. It was agreed that this could be done but sparingly and at agreed locations as it was not thought that the walls of the VH should be too cluttered.

Action MM to advise accordingly

Date of next meeting

The next meeting and AGM will be held on 02/05/17 at 7.00pm, with members of the public invited to join from 7.30pm.

The meeting closed at 9.25 pm.

Steve Hunt – Secretary 05/02/17