

Winsford Village Hall

Minutes of the WVHC meeting held on Tuesday 24th June 2014 at 7.30pm

Present

Sue Hayes (SH) Chairman and Booking Secretary
Sara Hooley (SJH)
Robin Lockwood (RL)
John Titcombe (JT)
Ian Whybrow (IW)
Dave Williams (DW)

1. **Apologies:-** Lisa Harding (LH) and Steve Hunt (SAH)
2. **Previous Minutes** of the WVH AGM & Committee meeting held on the 22nd April 2014 were approved by the meeting, but not signed by the Chairman.
Action SAH to arrange
3. **Matters Arising** (SAH's actions provided by a written report)
 - Charity Commission. SAH has registered our 2013/14 financial details and updated the Trustee list on the CC website. There are some (new) ancillary questions, some of which he'd been able to answer and some he hadn't. He would separately e-mail for help as necessary.
Action SAH
 - Electricity Supply update. IW reported that our electricity charges would be higher than previously reported, as the meter had previously been changed incorrectly.
 - Signage on chairs. On going.
Action RL
 - Windows. SAH has spoken again with ENP and didn't find them particularly helpful with giving ideas about what would and wouldn't be acceptable. He had arranged with Exmoor Windows to visit and DW stood in for him. DW had now received drawings and quotes and debriefed the meeting with its two proposals. The first proposed an opening hinged at the top (outwards), with a lower transom line (than the existing windows) at approximately the midpoint of the depth of the window. The second proposed the same transom line, but with an opening at the bottom (inwards) with a tilt and turn mechanism. It was agreed that SH & JT would visit the supplier for more details and report back.
Action SH & JT
 - Re-write of the terms of hire. SAH had circulated the draft re-write incorporating the maximum occupancies. These were discussed and considered reasonable save that the maximum seating level would be set at 120. SAH has queried whether the terms needed a further review, asking whether they were comprehensive and clear as to which are conditions and which are "merely" advice?
Action Agenda item

- Somerset Touring Opera. SJH advised that the STO had offered to return in the autumn. It was agreed to respond advising that Friday 7th November 2014 would be preferable.

Action SJH

- Archive materials. No update.

Action SH

- Update of Activity Schedule. SAH had circulated draft 2 on 17/06/14. DW reported that item 1 (see attachment to accompanying e-mail) has been revisited. The cleaning cupboard had been discussed last year. It was agreed to procure a combination lock to keep cleaning products secure.

Action DW

After the risk assessment, DW has replaced the signage over the hob in the kitchen, as it had become worn. It was noted that the certificate for the emergency lighting test had not been received.

Action SH to follow up

It was noted that PAT testing stickers for some items were now on the equipment itself, rather than the plug.

- Fireproof box. SAH has bought a box (with a key) from Homebase – cost £29.99. The decision about where it should be placed was deferred until after the Committee has seen the acquisition.

Action Agenda item

4. Treasurer's Report – IW provided a financial update as follows:-

(Confidential To WVH committee members only)

5. Secretary's Report

All material issues had already been covered in Matters Arising above.

6. Activity Schedule

No further discussion, following a review in Matters Arising above

7. Website update & Marketing

No update available.

8. Future Events

- **2014 Show & Fete (9th August)**

The Royal Oak has offered to help and it was agreed they will be asked for a raffle prize. A number of other prizes have been forthcoming and SH reported that things were going well.

- **Winsford Remembers**

SH reported that this was up coming.

- **Exmoor Pony Centre Concert**

- will take place on 06/06/14, followed by a cream tea.

9. AOB

- RL raised the issue of dirty water in the boilers at the far end of the hall. No action was noted.

Date of next meeting – 16th September 2014 at 7.30pm

The meeting closed at 8.35pm.

Steve Hunt - Secretary