

Winsford Village Hall

Minutes of the WVHC meeting held on Tuesday 28th January 2014 at 7.30pm

Present

Sue Hayes (SH) Chairman and Booking Secretary

Lisa Harding (LH)

Sara Hooley (SJH)

Steve Hunt (SAH)

Nikki Peskett (NP)

Ian Whybrow (IW)

Dave Williams (DW)

1. **Apologies:-** Robin Lockwood (RL) & John Titcombe (JT)
2. **Previous Minutes** of the WVHC meeting held on the 17th September 2013 were approved by the meeting, but not signed by the Chairman.
Action SAH to arrange
3. **Matters arising:-**
 - New chairs
It was reported that RL has looked into the issue. Signage stating that chairs should not be stacked more than 7 high, are to be put on the trolleys. **Action RL**
 - Front porch cleaning
The wood sides have been cleaned by SH
 - Painting the meeting room
This had now been done by Jamie Williams
 - PAT & 5 year electrical test
This has been arranged by SAH and was undertaken in December.
 - Update of village website
The WVH section of the village website has been updated by NP
 - Future events
The act "Mitch & Jodie" was booked elsewhere on the proposed WVH dates in March and so it was agreed to move the next event (after the Somerset Touring Opera) until the autumn (see item 8 below).
 - Sash Windows
Various specifications and quotations have been received and advice has been taken from the National Park. Further options were also considered (after the meeting) regarding how to open the windows (possibly inwards) to avoid possible H&S issues if they were opened outwards. SAH agreed to speak with the National Park again and, based on its advice, seek further quotations and report back to the next meeting
Action SAH
4. **Treasurer's report** – IW provided a financial update as follows:-

(Confidential to WVH committee members only)
5. **Secretary's report**
An advert advertising the Winsford Show & Fete (9th August) has been inserted on to the Exmoor Visitor web site.

Re the previously mentioned PAT test and 5 year electrical test, SAH had made numerous unsuccessful attempts to contact the existing contractor and so this time it had been done by Hobbs Electrical. They have made a computer record of the inspections completed and will notify us when these next need to be undertaken. In carrying out the checks they had rectified the problem with the dishwasher.

We have been sent a form by the Performing Rights Society (PRS) requesting a return for the year to 05/01/14 of (amongst other things) details of WVH income. With input from IW, this had been returned. We await developments.

We have been sent a Request for Information form by the Value Office Agency requesting (amongst other things) details of the usage of WVH. With input from SH this has been returned. IW explained that, as a charity, WVH has been enjoying full rate relief funded by HMG (80%) and SCC (20%). It is expected that the SCC portion of this could be scaled back due to austerity measures and we face the prospect of having to pay some non-domestic rates in future.

SAH requested details of the actions required to submit the request for payment for the rent of WVH field (£xxx). These were provided and SAH is to arrange payment.

Action SAH

SAH raised the issue of the document entitled "The WVH Schedule" which details certain checks/actions which need to be completed by who and by when. SAH advised that his last copy of this schedule is dated Nov 2012. He also queried whether the list is comprehensive (e.g. the insurance renewal was not included) It was agreed that the schedule should be re-issued and that all Committee members will be asked to advise of all other relevant activities, which it was felt should be monitored.

Action SAH

It was also agreed that the revised schedule will be reviewed formally at each future WVH Committee meeting.

6. Website update & Marketing

As previously advised, the WVH section of the village website has been updated. SH advised that she had received a letter advising of the revised rates to advertise in *Across Exmoor*. This was passed to NP for further review.

Action NP

7. Somerset Touring Opera

20 tickets have been sold for the 8th March event so far. Further action needed is:-

- More people needed to contribute to the canapés

Action SH

- IW to arrange the wine

Action IW

- Liquor licence to be arranged

Action SAH

8. Future events

- Hunt slide show – 21/02/14
- Anything to be done for St George's Day – 23/04/14?
- Autumn event -18/10/14 or 08/11/14. LH was aware of a band agency covering jazz to rock and was being sent a price list. DW advised that the Stoggymen would appear for charity organisations/events in return for a small percentage of takings + travelling expenses. He was asked to make contact.

Action DW

- WW1 event in November

9. 2014 Show & Fete (9th August)

SH advised that a bouncy castle and the sound system have both been booked.
The pre fete meeting will be held on the 3rd of June. Sue will put an appropriate notice in the Parish Magazine.

Action SH

10 AOB

- The legal capacity limit for WVH to be reconfirmed
Action LH
- SH advised that she had been chased regarding the annual return for the Charities Commission. SAH was asked to deal
Action SAH

Date of next meeting - 28th April 2014 at 7.30pm
The meeting closed at 9pm