

Winsford Village Hall

Minutes of the WVHC meeting held on Tuesday 25th November 2014 at 7.30pm

Present

Steve Hunt (SAH)
Robin Lockwood (RL)
Helen Richardson (HR)
John Titcombe (JT)
Ian Whybrow (IW)
Dave Williams (DW)

1. **Apologies** Sue Hayes (SH)
2. **Chairman & new committee member** In SH's absence, it was agreed that IW would chair the meeting. DW introduced Helen Richardson (HR) to the meeting as a new committee member. She was warmly welcomed.
3. **Previous minutes** of the WVH committee meeting held on the 16th September 2014 were approved by the meeting and signed by the Chairman.
4. **Matters arising from the minutes of the 16/09/14 meeting**
 - Charity Commission update. SAH advised that he had now completed our 2013/14 return and this had been e-mailed to all committee members. However, he reported that the CC was now requiring more detailed information, in particular regarding our written policies. In the section regarding risk management, he had submitted that we didn't have a written policy and anticipated that the CC may in future require this to be corrected. Whilst the meeting felt that our regular review of the Activity Schedule should adequately cover this anticipated requirement, SAH offered to draft a written procedure for the meeting to consider.
Action SAH
 - Signage on chairs. RL was thanked for completing this task.
Item closed
 - Windows update The location plan, photographs and site plan were now available and the planning application would be made (electronically) to ENP (after Christmas) **Action SAH**
 - Terms of hire – see item 8 below.
 - Somerset Touring Opera. – see item 10 below
 - Archive materials. No update.
Action SH
 - Emergency lighting certificate. - see item 7 below
 - Activity Schedule update – see item 7 below
 - Future events actions - see item 10 below
 - New committee members – HR has joined us. More recruits still required.
Action All

- Purchase of indoor equipment - IW has ascertained that the grant money of £xxx doesn't have to be spent on the equipment that was on trial. IW will speak to the various users of the VH to ascertain any requirements they may have. Various other suggestions were also put forward for consideration – table tennis, soft tennis, indoor skittles, softball & volleyball. However we must ensure that the fabric of the main hall would not be damaged as a result of any widening of use of indoor activities.

Action IW

- Display of WW1 material SAH advised that he had not yet found a suitable album/book to display this information. IW suggested that we might have the material framed and displayed on the committee room walls. SAH was asked to obtain costs. **Action SAH**

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

(Confidential to WVH committee members only)

6. Secretary's Report

SAH advised that all main issues had already been covered in item 4 above. However, he had received the annual return form from the Performing Rights Society. This requires submission of income from our latest available annual accounts. Some elements of our income can be excluded. IW will supply this information to SAH, who will then submit the return. **Action IW & SAH**

7. Activity Schedule

Some urgent actions on test certificates were highlighted. These and other updates/actions will be incorporated into the Activity Schedule and attached to the minutes for further action. **Action SAH**

8. Terms of Hire review

SAH circulated a revised draft of our hire terms to committee members on 24/11/14. This added new requirements (responsible person & minimum age, maximum occupancy, cancellation charges & location of the village defibrillator and further made it clear which were "terms" and which "advice". After a brief discussion on maximum numbers and minimum age, it was agreed to leave these as detailed in the draft (in accordance with the fire certificate in the case of the occupancy numbers). However the maximum chair stacking number was changed from 10 to 7. It was agreed that these terms should henceforth be used and existing users of WVH will be asked to sign a new copy. SAH will make a copy of the revised terms available to SH for this to be done. **Action SAH & SH**

9. Website update & Marketing

SAH advised that good progress was being made by WPC regarding a new village website to which we would be invited to participate.

10. Event review & future events

- **Somerset Touring Opera (07/11/14)** – went very well albeit with reduced numbers. Our share of the proceeds came to £xxx, less £xxx for the liquor licence. People were thanked for their contributions to canapés & sandwiches. SAH was asked to write to the STO to thank them and to issue an invitation to come back in March '15. **Action SAH**
- **Stoggymen** - DW advised they are currently “in limbo” but would be available again in Feb/March next year, but not on Saturday nights. No further action was recorded.
- **Music evening** – SAH confirmed he had spoken with Gerry Flanagan who would be prepared to organise. No further action was recorded.
- **Winsford's not got talent?**
- **WW1 tribute** – now planned for March '15
- **Jazz** – popular in the village – can we arrange something?
- **Village fete** – 08/08/15?

11. AOB

None

Date of next meeting – 27th January 2015 at 7.30pm.

The meeting closed at 8.45pm.

Steve Hunt Secretary