

Winsford Village Hall

Minutes of the WVH Trustees' Meeting held on Tuesday 17th October 2017 at 7.30pm.

Present

Sue Hayes (SH) Chairman and Booking Secretary

Carol French (CF)

Steve Hunt (SAH)

Robin Lockwood (RL)

Marilyn Martin (MM)

Helen Richardson (HR)

John Titcombe (JT)

Ian Whybrow (IW)

1. **Apologies.**

Apologies were received from DW.

2. **New Trustee.**

Carol French from Karslake (CF) was welcomed as a new Trustee.

3. **Approval of minutes.**

The minutes of the Trustees' meeting held on the 27th June 2017 were approved and duly signed by SH.

4. **Matters arising from the minutes of the last Trustees' meeting**

Charity Commission return – SAH advised that this has been completed for the year 2016/17 and duly circulated to other Trustees. No questions were raised. **Item**

closed

Monitor of new bookings resulting from the WiFi service - additional bookings resulting from this new service are being monitored and a slight increase in bookings has been noticed. Monitoring will continue.

Action SH

Declaration of Acceptance and Willingness to Act signature sheet - CF and HR both signed, completing the action for the 2017/18 term. **Item**

closed

Website update – see item 8 below.

Activity Schedule update – see item 9 below.

Computer course – see item 12 below.

Archive film on Exmoor – see item 12 below.

Field Hire - SH will ask Sue Wilson for the name and address of the lady who is the actual hirer of the field. We will then write explaining that in future we would like to contract directly with her, to ensure that rights of sublease aren't inadvertently created. **Action**

SH

IW agreed to draft a clause for insertion into the 2018 agreement, to reinforce this point. **Action**

IW

Somerset Touring Opera – see item 12 below.

5. **Treasurer's Report**

6. Secretary's Report

- SAH advised that WPC had suggested that there might be savings to be made if a combined policy was taken out to cover the risks which WPC, WVH and the Recreation Association currently insure separately. It was agreed that IW and SAH would investigate this further and report back to Trustees. **Action IW & SAH**
- DW had asked SAH to raise the question of whether our insurance covers the use of candles? **Action IW**

This prompted RL to advise that, if candles were used in the VH, then an appropriate risk assessment should be carried out by the hirer. This was done when WVH was arranging the event – but what about other hirers?

It was agreed that if there is a restriction on our insurance, then the hire terms would be amended accordingly. If there isn't, the hire terms would be amended to require the hirer to carry out a suitable risk assessment, which would include the requirement to place candles in glass dishes. **Action SAH**

- All items other had been covered in item 4 above or would be covered in items 9 & 12 below.

7. Village fete report

SH advised that 100 hundred helpers had again put on a very successful event, with 456 people paying the entry fee. The weather had been kind and the PA system was excellent (thank you RL). The church had made c£500 from their various activities. Suggestions for next year included inviting other organisations to attend – including the Exmoor Pony Centre (rides?) the ENP and the Cats Protection League. SH again thanked everyone who supported the event.

8. Website Update & Marketing

HR apologised for a slight slowness in uploading some VH events on to the village website. This was in the course of being corrected.

Action HR

9. Activity Schedule review

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

SAH

10. New location for the Village defibrillator?

It was agreed that WVH would be a good alternative site for the defibrillator cabinet if formally requested, but it was suggested that further clarity regarding the on-going operation of the village BT phone box and the outcome of mobile phone mast trials (item 11) would first be needed.

11. Mini mobile phone mast

Following his email of 09/10/17, SAH updated the meeting advising that EE had now carried out its survey on 11/10/17. He had not been advised of the outcome but now expected general arrangement drawings to be prepared with a view to a planning application being made.

12. Future events

- **Archive Film on Exmoor** – SAH advised of various attempts to make contact with The South West Film and Television Archive regarding a showing in WVH. He still awaits a detailed response **Action SAH**
- **Computer Courses** – It was agreed that DW be asked to request a Somerset Skills & Learning course be arranged before the end of February, primarily based on “general communications” ie emails, texts, photograph sending etc. **Action DW**
- **Halloween Bingo** – 28/10/17
- **Craft fair** – 5/11/17 2pm – 5pm
- **Christmas card sale** – 10/11/17 10am – 1pm
- **Somerset Touring Opera** – 18/11/17. Actions:-
 - Liquor licence **SAH**
 - Stage, lighting & piano **RL**
 - Purchase wine **IW**
 - Canapés/sandwiches **All**
- **Christmas sale** – 25/11/17 10.30 – Noon
- **Baby & Toddler Group** – will probably restart in April ‘18

13. AOB

- MM advised that she had now moved to Dulverton and enquired whether it would be appropriate for her to continue as a Trustee. She was invited to remain on the committee if she so wished.

Date of next meeting - 9th January 2018 - 7.30pm

The meeting closed at 9.10 pm.

Steve Hunt – Secretary 18/10/17