

FIGHELDEAN VILLAGE HALL COMMITTEE

MINUTES OF THE 97th MEETING HELD ON 23October2019

Present: Mr B England (Chairman)
Mrs C Hicks (Treasurer)
Mrs M Try (Secretary)
Ms T Cole(Hall Manager)
Mr S Banton
Mr D Hanson
Mrs C Lacey
Mr R Horner
Mr T Mason (Holding Trustee)
Mrs L Chapman
Mr J Menzies
Mr J Murray
Mr T Woodbridge (Holding Trustee)

Item		Action
1	<p>Welcome and Apologies</p> <p>The Chairman welcomed everyone present.</p> <p>Apologies for absence had been received from Ms J Dryden and Mr D Amison.</p>	
2	<p>Minutes of the 96th Meeting and the Extraordinary Meeting</p> <p>The Minutes, having been circulated, were approved by those present and signed by the Chairman.</p>	
3	<p>Matters Arising</p> <p>3.1 Waiving of fees. The Chairman reported 'rumblings' that at present all exemptions were for the Ablington Wood Fund. The Chairman confirmed that if applications for other events were received they would be considered.</p> <p>The committee agreed that Mr Banton could hire the hall for £10 for his hour long talk on Stonehenge in aid of the Ablington Wood Fund and Mr Woodbridge could hire the hall for £25 for the day for the Christmas Fayre on 1 December.</p>	

<p>4</p>	<p>Treasurer's Report</p> <p>The Treasurer presented the quarterly accounts.</p> <p>4.1 The increase in management wages is due to the pay rise awarded to the Hall Managers in August.</p> <p>4.2 Following the new Electric supplier OPUS - the first bill received was incorrect as VAT had been charged at 20%, this has been changed to 5% and a credit issued.</p> <p>4.3 Maintenance bills for September have been rather high, these included invoices for replacement glass panels in the Conference Room, replacement shower valve, servicing of fire extinguishers and updating them to British Safety Standard and cleaning the Conference Room carpet.</p> <p>4.4 Donations from the Village Events Fund have been made to the Ablington Wood Fund, the Vintage Car Rally and the Halloween Event.</p> <p>4.5 The Treasurer has requested bank details in order to pay the invoice for a draining problem.</p>	
<p>5</p>	<p>Hall Managers' Report</p> <p>5.1 Bookings are healthy.</p> <p>5.2 The Caravan Club contract was reviewed. Following discussion it was agreed that the fee be increased to £700 from summer 2020. The Hall Managers will submit a draft email to the Committee for approval.</p> <p>5.3 The DIO lease will be reviewed in four years when there will be the opportunity to discuss the break clause in the lease.</p>	<p>TC</p>

<p>6</p>	<p>Utilization and Marketing</p> <p>6.1 Mr Horner is drafting a Regulations document. It will be circulated to the Committee prior to the AGM so that it can be discussed at the meeting.</p> <p>6.2 Mr Horner advised the Committee that any conflict of interests must be declared at the beginning of the meeting and the Committee member must leave the room when the item is discussed.</p> <p>6.3 Trustees are legally required to sign annually a declaration that they are trustees.</p> <p>6.4 Villagers can raise items for the agenda but must submit a request in writing to the Secretary 48 hours before the meeting. It was agreed that the agenda would be displayed on the Village Hall Notice Board to publicise meetings.</p>	<p>RH</p>
<p>7</p>	<p>Health and Safety</p> <p>No issues.</p>	
<p>8</p>	<p>Hall Improvements</p> <p>8.1 The Committee agreed to buy a projector and screen offered to the Hall by Mr Banton for £30.</p> <p>8.2 The black stage curtains need replacing. The Hall Managers will get quotes.</p> <p>8.3 The Hall Managers will contact Highland Plumbing to replace the broken pipe from the kitchen sink to the outside drain.</p> <p>8.4 John Menzies will investigate sourcing scalplings for the rear car park.</p> <p>8.5 The Entrance Hall guttering is blocked. The Hall Managers will ask Graham Watson to clear.</p> <p>8.6 Installation of defibrillators. Mr Menzies will obtain quotes.</p>	<p>TC TC JM HM JM</p>
<p>9</p>	<p>Any Other Business</p> <p>9.1 Resignation of Chairman. Mr England stood down as Chairman. Mr Murray took over as Acting Chairman prior to being formally elected at the AGM. Mr England will remain a Trustee and will offer to become a Holding Trustee when Mr Mason stands down at the AGM.</p> <p>9.2 It was agreed that Village Hall plates could be borrowed for the Military Wives Concert at St Michaels Church on 14 November.</p> <p>9.3 The Treasurer will stand down in January. An advertisement for a new Treasurer will be placed in the Village Magazine.</p> <p>9.4 Mrs Watton will request, in writing, permission for a tree of lights to be erected outside the Village Hall over the Christmas period. Lights will be sponsored in memory of loved ones and the proceeds will go to the Ablington Wood Fund. Mrs Watton will also request that the fee for use of the Hall be waived. Mulled wine will be served following carol singing around the Tree of Lights.</p>	<p>CH</p>

	<p>Mr Hanson will carry out a risk assessment after the tree is installed. This will comply with insurance requirements.</p>	DH
	<p>Mr Mason paid tribute to Mr England and thanked him for his seven years as Chairman on behalf of the Committee. A presentation of an engraved whiskey glass was made to Mr England.</p> <p>The next meeting will be held on Tuesday 21 January at 7.30pm.</p> <p>The AGM will be held on Wednesday 18 March at 7.30pm.</p> <p>The meeting was closed at 8.45pm.</p>	