

# WING VILLAGE HALL MANAGEMENT COMMITTEE MEETING

27 June 2016

Circulation SC,KB,PB,RT,PO,MR,JB,BS,NK,SO,RK

AGENDA	Action By
<p><b>1 Apologies</b> KB (late) NK, RT,BS,SO</p> <p><b>2 Cooption</b> of J, Bunce onto the Committee. Proposed: Sally Cox Seconded: Mary Rodgers. Unanimous agreement.</p> <p><b>3 Meeting Minutes</b> 16 May 2016. Confirmed and signed as a true record</p> <p><b>4 Matters Arising</b> Cook books sold: 142. 45 remain plus 11 in village hall. Joanne has 2. Maureen Weldon, The Co coordinator for the Quilters, asked that it be minuted that only she spoke on behalf of the quilters.</p> <p><b>5 100 Club</b> Cannot find information on website of June winners</p> <p><b>6 Health and Safety- Health and Safety Inspection Report-</b> were adopted by the committee. Thanks were expressed to Peter @ ESS for his common sense approach and ongoing guidance. Outcomes : Dorguards have already been fitted to Fire Doors ( £120:00 /per unit)( P 1) Agreed to purchase an Industrial stepladder(P2) ( proposed AT) No one knows who owns the equipment relating to the solar panels ( P3) John Oakley proposed that all documents relating to the Village Hall be stored centrally and be accessible to Village Hall Management Committee and Parish Council SC to ask Parish Council who is responsible for the essential maintenance of the (Solar Panels) electrical boxes in the store room. The report highlighted a potential fire hazard if the equipment is not maintained. PB was thanked for marking out disabled parking space, Signage to follow. (P5) Coshh induction for new caretaker and NK arranged for 15 July 2016 ( Peter @ ESS ) PAT testing ( Including Parish Clerk’s computer and monitor) completed 27 June 2016</p> <p><b>7 Caretaker – Review</b> Issues need feeding to the Management committee via Sarah. Unfortunately the tables set out for the Quilters were put away following Open Gardens Teas. Week 1 Pilates reported the floor was not clean. Week 2 Judith O, SC and SO checked floor before Pilates. Son helps, noisy during Stewarts Hire, distracted clients. Stewart explained problem. Agreed to leave this as a standing agenda item SC has purchased large dry mop for hall floor and vacuum cleaner. AT proposed purchase of steam cleaner. Agreed SC will purchase.</p>	

**8 Key Box** Key went missing, now recovered, SO to have code to give to hirers. Key press in post office room keeps being left open. **MUST** be left secured.

**9 Building Maintenance** (not covered in 6) 'Stay' needs to be fitted to fire door near WC. Gents toilet lock repaired by PB Water Heater keeps running out of Hot water. JO has agreed to write instructions for use. JO has asked RCC / ACRE for an Energy Survey to help to identify where improvements need to be made to improve heating efficiency. This will enable us to formulate a plan. There is some delay in getting a survey from them. Mick Rogers has volunteered to do the survey for us. The Committee members accepted and expressed their thanks for his generosity.

**10 Good Neighbour Scheme.** No activity at present. Perception is that it is just a taxi service. Agreed to relaunch it at the Good Neighbour Scheme Meeting in September. £300 has been received from RCC to pump prime the scheme. Currently about £700 in GNS bank account. RK expressed interest in getting involved. She will need to complete a DBS form ( CRB no longer accepted )

**11 Events Sunday** teas started 26 June. £ 100 raised. Thanks to HB and helpers for taking no expenses so that village hall fund would benefit. Still need volunteers for 7 August. Other Sundays virtually covered. Thank You Cards received following the Queen's Birthday Celebrations. Such a happy event. Still waiting to hear from John Hackett re Centre Stage bids. He should know soon. Some discussion re a village panto. It was felt to be a very good idea but very time consuming ( who would organise it ) SC suggested a Review, where people would be given a time slot to fill, say 5 minutes. They would be responsible for props, costumes etc for their slot. Suggestion 'Wings Got Talent ', but not a competition. Still needs Co coordinator, publicist etc. Agreed to ask the village for feedback. It was suggested that Wendy Dalton be approached as possible publicist.

**12 Bookings** – Held over to next meeting, as SO delayed in traffic.

**13 Treasurer's Report** Filed. Changed electricity tariff, tied in for 3 years. BT Broadband – costs still need clarification from BT  
HSBC Current Acc 11,800 Deposit Acc 8,150 Total 19,950  
Nat West Current Acc 5,500 Total held in all accounts £25,500  
AT brought costings for industrial dishwasher, details on file. Cost ranges from £993 ex vat to £1595 ex vat  
Installation extra. Agreed JB to look at H+ S implications before final decision.

**14 AOB – Feedback from Trustee Representatives,** following May Parish Council meeting, SC asked the Trustees on the Village Hall Committee to give a verbal up date at this meeting. Neither Representative RT, BS were present, no written summary was submitted.

The Committee are disappointed in the Trustees. There has been no response from them. Chairman Sally emailed the Parish Clerk SA following the Parish Council AGM noting that feedback was expected from BS and RT. As noted above, neither Representative were present at meeting to feedback and no written response has been given. Currently we are operating purely under 'Custom and Practice' with no formally delegated powers. This means that we cannot actually action anything.

Clarification on the acting the Parish Council wish to take is urgent given that the Village Hall Committee were originally approached by the Parish Council about this.  
**Xmas Lunch** After some discussion it was agreed that MR approach Sara McAllister to do it this year, following positive feedback from last year's lunch.

**Chairs** RK asked about replacing the existing village hall chairs as current ones are 'difficult to store and uncomfortable'. Discussion carried over to future meeting ( maybe RK could obtain some costings )

AT to get costing for new floor covering for next meeting.

**15 Date of Next Meeting Monday 5<sup>th</sup> September 7:30 pm**