

Minutes of Meeting held on Monday 16th May 2016 – Committee Room

Present:

Lynne Poole, Jan Brice, Mr Pat Riley, Mrs Pat Riley, Chris Davies, Norma Divine, Clare Howe, Natalie Wise, Pauline Giles, Hazel Watkiss, Barbara Baker, Grayce Sheppard, Sue Stone

1. Apologies

Jean Champ.

2. Minutes of Previous Meeting

Hazel Watkiss drew our attention to the fact that David Howard had set the website up for us and not David Howell. The Minutes were corrected and agreed.

3. Matters Arising

WiFi – Chris had obtained prices from BT, Plusnet and TalkTalk. £17.00 per month for phone line rental and after 12 months this increases to £25.00. Installation charges for Plusnet are £45.00 and for TalkTalk £25.00. We are looking at a first year cost of £200 and £300 after that. It was agreed that we would go ahead with the Plusnet price as it was felt that they had a better customer service reputation.

Jan asked whether we could monitor the use of the wifi? It was felt that this would probably be reflected in the 'billing' we would receive from the provider.

Website – this is now up and running and hopefully everyone has checked their profile to see that it is satisfactory and accurate. Some user groups have not yet supplied their details to The Village Hall Website and should do so. Norma will chase Alvechurch Village Society. Chris will be linking the website to Google to get us noticed if anyone has any objection could they let him know. At the moment Chris edits the website. It was agreed that Norma and Natalie would be shown how to edit and update it and a date for this will be arranged.

Signage is still not completed. Chris will continue to source.

Curtains – Jan explained that they had been ordered and were now ready for collection. However, she will be going on holiday shortly and would prefer to wait for her return to take delivery unless anyone else felt they wanted to step in. It was agreed to wait for Jan to return before they were delivered, as they were not required for any immediate performances.

Chris had prepared a list of regular users, which he circulated at this meeting for it to be approved before being laminated. Once laminated it will be put on all notice boards in the Village Hall.

4. Chair's Report

Another successful period and there is nothing specific to report.

There is a hole in the floor of the ladies toilet. Barbara explained in detail where the hole is situated. We need to cover the hole with a board that is removable so any pipe work is accessible. Natalie will ask Phil Hayward to sort it.

5. Treasurer's Report

Pauline presented her report. A query concerning Acorn Catering revealed that the cost was for water filters in the kitchens. Jan asked whether it was typical that we spent more than we collected. Pauline explained that it was not and that during this 2-month period certain annual expenditure renewals had been paid such as insurance, auditing of the accounts and the PRS Licence.

Grayce thanked the Committee for their donation in memory of Colin. Altogether an amount of £650.00 had been raised which had been distributed between Air Ambulance and Cancer Research.

6. Secretary's Report

On this first occasion Norma had nothing to report.

7. Hall Manager Report

Natalie confirmed that the valve had been replaced in the Committee Room.

The wobbly slab on the steps to the Hall had been made good by Ray. Hazel and Chris seemed to think that there were two. After the meeting we will check to ascertain whether there is another one.

Natalie has been approached by Mark Salmons for his band to do a fundraiser at the Village Hall in aid of The Lounge. They wanted the Hall on 11th June (which we can accommodate) and were obviously looking for a nominal hire fee so that all profits could go to The Lounge. It was agreed that a charge of £25.00 would be made to cover the alcohol licence.

A spinning class will be starting on a Thursday between 6.00 and 7.00.

Enquiries have also been received to host a Mystic Fayre and a Cat Welfare AGM. The cat connection had come about as a member of the Cat Welfare had seen the Village Hall whilst holidaying on a boat on the canal in Alvechurch.

WI has enquired into the possibility of a hearing loop into the Hall, Natalie will look into the feasibility of this.

A request for a central screen had been made. Barbara will look into this as Beoley may already have one that would give us some idea of cost. We have several screens but they are not really quite big enough.

Picnic in the Park – said ‘Thank You’ for allowing them to use our tables for the event.

Defibrillator – the PCSO gained access to the box without the key! Natalie has had a close look at the box and can find nothing wrong. She will keep an eye on it.

An enquiry had been received to hold a musical night on a Sunday. Apparently the PRS does not mention Sunday’s? This may be a copying error – Norma and Natalie to check after the meeting.

In order for Natalie to do the best job she can in her position as Hall Manager she needs an upgrade to her computer software. Barbara suggested Microsoft Office that will cost approximately £100. This more sophisticated software will enable Natalie to produce the regular invoices more easily. The Committee agreed to the purchase of this software.

Natalie has received an enquiry from an Alvechurch Resident to use the Committee Room on a regular basis as an office. The person would like to make the room secure and put cabinets in. The Committee were not happy to relinquish this room as it is an integral part of many hall users’ activities.

Natalie asked Norma for Grace Hampson’s (new Village Society Chairman) e-mail address and telephone number. Chris also asked to be made aware of this information.

Jan asked if we should put table hire etc on our website thus spreading the word about The Village Hall’s involvement and willingness to help within the community. There was a reluctance to promote ‘table hire’ as we would not want the tables misused or damaged but in theory we could promote how we have helped facilitate functions in the village by providing our tables.

Barbara had not had much success with cups and saucers. In the event she would like to bring samples of the crockery used by Hopwood Village Hall. It was agreed that Barbara would bring samples and details of cost to the next meeting.

Barbara has sourced 3 examples of a new notice board for the front of the Village Hall. They were passed around so that people could comment at the end of the meeting.

8. Fundraising

There were no volunteers to take on a Pumpkin fund raising event this year. It was agreed to be shelved until

next year.

9. Any Other Business

New 5Year Plan

Jan Brice put this item on the Agenda with a view to maintaining the impetus of keeping the Hall relevant for all users.

It was agreed that we would contact each Group and find out what would make their life easier in The Hall. We have obviously already received two really good ideas being the hearing loop and the central screen.

Pat Riley wondered whether a Suggestion box might be useful in The Hall.

Do we receive feedback from Hall users? This is something we could implement.

Perhaps each user group could approach their own group to see what ideas they might have and bring them to the next meeting. Groups not represented at this meeting might have to be contacted by e-mail.

Constitution

Natalie circulated copies of the Charity Commission at the commencement of the meeting. Jan explained that she just wanted to know what our aims and objectives were. Could we perhaps summarise it and put it in a welcome pack together with details of the 5-year plan for new members in the future.

Tables

Pat Riley (Mrs) asked whether outside users or hall users generally were aware that the tables should be cleaned before being returned/stacked in the Hall. Barbara said that if people let Natalie know about these incidents she would remind users of their responsibilities.

Hanging Baskets

Norma confirmed that the hanging baskets were prepared and currently in Philip Aubrey's greenhouse. They will probably be put out at the end of May.

Norma also explained that Ray had removed the tub of hostas at the front of the Hall last year to give them some TLC. They are coming along nicely would the Committee like new pots to be purchased and have them returned to the front entrance. It was agreed not to bother as they may be stolen or people may just fall over them.

Ramp Access

Jan explained that a ramp access at the front of the Hall was not possible following discussion with Bromsgrove District Council. It was agreed that we would concentrate on enhancing the side entrance to make it look better for wheelchair, pram and pushchair users.

Main Hall Floor

Barbara advised that the floor in the hall needed to be sanded and re-varnished. This was best to be done during the 6-week holiday period, as it was less inconvenient for a lot of users. Sand and varnish will cost £2,200 and a bi-annual varnish will be £1,000. It was agreed that Barbara should go ahead if it wasn't too short a notice for the floor restoration company. If we had to replace the floor it would be a lot more expensive.

Miscellaneous

Barbara also congratulated the Drama Group on their recent production particularly in view of the fact that she had no idea the 'hatch' that they used even existed!

10. Date of next Meeting

This will also be The AGM on Monday 18th July @ 7.00 p.m.

This will be advertised in The Grapevine, The Village Magazine and on The Website.

Chris explained that the 2015 AGM Minutes would need to be circulated as well as these Minutes. There will be an Election of Officers for the AGM and all Users' will be invited. Norma to liaise with Natalie.

Ken Banks and Mark Collinson to be removed from the general circulation list.

Date of Next Meeting and AGM – Monday 18th July 2016 @ 7.00 p.m.