Alvechurch Village Hall Committee

**Minutes of Meeting Held on Monday 7th November 2016 – Committee Room**

**Present:** Chris Davies, Clare Howe, Grayce Sheppard, Sue Stone, Patrick and Patricia Riley, Jan Brice, Hazel Watkiss, Norma Divine, Barbara Baker, Pauline Giles and Natalie Wise.

**1. Apologies**

Jean Champ.

**2. Minutes of Previous Meeting**

The Minutes were accepted as an accurate record and signed by the Chairman.

**3. Matters Arising**

The noticeboard has still not been received. To be chased. **(Action NW)**

The cups and saucers have still not been purchased. After some discussion, it was agreed that we probably did not require anymore as we had plenty of clear cups and saucers under the stage and these can be brought up as and when we require them.

The Wi-Fi appears to be working and perhaps all Users could experiment to see whether they have any problems. The wireless is PlusNet X7NKXN password 46cedab4da.

The website logo has been changed and it was agreed that it was much improved.

All the no smoking/no vaping signs were now in place.

The amount of £107.49 which was queried at the last meeting was broken down to £67.00 curtain deposit and £40.49 for Christmas decorations for the hall.

A new lock has been sourced for the hall at a cost of £250.00 for the lock and keys and £54.00 for the fitting. The new keys have been distributed and a deposit of £20.00 per key has been taken.

The boxed cover to the pipe in the ladies toilets is still not arranged (**Action NW 3)**

All the Users have been contacted about the possibility of supporting the Hall as their charity with the Co-Op. Pat Riley wondered whether members could still support if they did not have a computer? We were not aware but we would make enquiries. CD confirmed that we were doing well with the scheme. **(Action CD)**

CD enquired whether the correction had been made to the balance sheet. PG said that it had.

The defibrillator training has been arranged for 30th November at 7.15pm.

No further action taken regarding the constitution.

The drama group had undertaken their PAT testing.

No progress has been made with the Risk Assessment **(Action CD)**

Natalie has declared that we will not require a t.v. licence.

Hazel had made some enquiries about a PA system and if Silver Threads wanted a hand held one this could be obtained for as little as £99.00. It was felt this would not be powerful enough and a more ambitious sound system would be required. **(Action HW)**

A temporary repair had been done to the toilet in the gents. It is now leaking again. Phil to be contacted regarding the leaking radiator as well. **(Action NW)**

It has been discovered that the scratches on the ramps are from the spinning bikes. **(Action NW)**

The stage curtains have been ordered and the Am Drams have agreed to pay half towards the cost. It is hoped they will be ready before the pantomime. A new track is required for the sides and the pulling mechanism needs adjusting. The colour chosen for the curtains is a wine colour.

**4. Chairman’s Report**

CD is completing a form for a Parish Council Grant. We are requesting £500.00 towards the screen. NW advised that the Parish Council now wanted more information as to how it would be used and who would benefit. This is an opportunity to make them see that the whole community not just hall users would benefit. When completed it needs to be sent to Clerk@Alvechurch Parish Council. CD feels it is now a much bigger investment than just a screen and speakers. **(Action CD)**

**5. Treasurer’s Report**

PG circulated her report covering the period 19/9/16 to 7/11/16. There were a few corrections to be made. West midland should read West Mercia and the payment was confirmed as toilet rolls. The Income was ‘rent’, interest needed to be added and normally the statement included monies from our Deposit Account to give the total overall amount. CD asked PG to do the corrections and present it at the next meeting together with the current statement. **(Action PG)**

ND advised that David Seeley (our accountant) had forwarded an e mail to herself and PG attaching the accounts for uploading/submission. ND was happy to do this but would welcome CD’s assistance. **(Action CD/ND)**

PG had received a letter from HMRC concerning payments into a pension scheme for staff. CD will take it away and study it. **(Action CD)**

**6. Secretary’s Report**

As mentioned previously the defibrillator training is arranged for Wednesday 30th November at 7.15pm in the lower Committee Room. Anybody wishing to attend would they please let Norma know. **(Action All)**

No further forward on new Committee Representatives although Jan and Hazel are working on somebody… **(Action All)**

BB and ND will be attending a Community First Trustee Seminar on 9th November in Wychbold and it was hoped that this might provide some insight into modern Committees and Constitutions.

**7. Hall Manager’s Report**

The repair to the floor had been completed. Many thanks to Ray.

As mentioned previously the new lock has been fitted and so far, there have been no issues with it. To get any new keys cut we will need authorised signatories. It was agreed to keep it simple and have NW, CD and ND. **(Action NW/CD/ND)**

The emergency lights have been serviced at a cost of £143.80.

NW confirmed she had misunderstood Katie from spinning class – the hall is not used on a Friday evening – this is the only free evening of the week.

During the pantomime drama have asked if the chairs can remain stacked at the back of the hall except Saturday when dance are in. Users affected are choir and rainbows and they have been told they can’t use the hall that week.

NW will prepare laminated notices to be put in the hall confirming we do not have nor need a tv licence as no programmes will be watched or downloaded. **(Action NW)**

The three black chairs under the stage belong to the dance group and they are happy for the drama group to use them in their forthcoming production.

A party on 27/11 wanted to know clearances in the hall for a bouncy castle. With Christmas and pantomime decorations already up it was felt it was quite risky and perhaps we should not allow it. **(Action NW)**

NW confirmed d the diary is filling up for next year and could User’s please provide Natalie with all the dates they require for 2017 **(Action All)**

**8. Five Year Plan**

JB had researched other Hall’s 5 year plans on the internet and had come up with quite a simple one that she thinks we can adapt. JB and CD will come up with the detail in the New Year. **(Action JB/CD)**

**9. Any Other Business**

a) Richard Peach hasn’t paid an invoice in ages for his garage… Could we look into it. This appears to be a misunderstanding and NW will invoice him. **(Action NW)**

b) Fund Raising to be based around a Pumpkin Festival between Papyrus and The Village Hall expanding it to schools re awareness. We are thinking a carved pumpkin competition with prizes and a judge. Also artwork completed with leaves etc. The pumpkin to be carved at home and brought in. The date will be Saturday 28th October 2017 – pumpkin themed recipes and cakes will be required!

c) Mrs PR would like more policing of the noticeboards to keep them tidy. NW advised that she did keep her eye on them and it was agreed that this should continue and NW to remove at her discretion.

d)The bottom door often has to be propped open to move things in and out. Ray to be asked to put a stay on it. **(Action NW)**

e)It was that time of year to pay Ray his retainer. It was explained to the new members that Ray was paid £150.00 which covered for repairing chairs, floors, doors bits of gardening and cutting the grass and any other minor repairs that cropped up.

f) It was noted that the tea urn was really slow. Could this be looked into? **(Action**  **NW)**

**Date of Next Meeting Monday 16th January 2017 at 7.00pm**