Alvechurch Village Hall Committee

**Minutes of Meeting held on Monday 16th January 2017 - Committee Room**

**Present:** Pauline Giles, Grayce Sheppard, Jan Brice, Lorraine Moy, Patrick and Patricia Riley, Norma Divine, Hazel Watkiss, Chris Davies, Barbara Baker and Natalie Wise

**1 Apologies**

Clare Howe and 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 had been received and erected by Ray.**

**The old one has been given to the Historic Society. NW will oversee the notices to go in the new noticeboard. A new disabled notice is required and an up to date user group notice is required. (Action NW/CD)**

**NW is meeting Phil (Hayward) on Wednesday concerning the pipe cover in the lady’s toilet (Action NW).**

**Hall users can contribute to the Hall’s Charity if they do not have a computer by phoning 0800 023 4708. We will put this information on our website. (Action CD)**

**The risk assessment has still not been completed. CD intends to stick to the HSE guidance provided by NW. (Action CD 2)**

**The new sound system will be linked to the projector and screen and will become part of our 5-year plan discussions. John Morrison will assist with advice.**

**The cistern in the gent’s toilets is still leaking and Phil (the plumber) will be attending to it on Monday. If it cannot be fixed, then a replacement toilet will be required.**

**NW had approached Katie from spinning class to put a mat down when moving the bikes to avoid the scratches on the ramps.**

**Nothing further heard following submission for the Parish Council Grant. CD to e mail Tammy re the outcome. It may be delayed due to the recent office move. (Action CD)**

**The Annual Accounts were uploaded to the Charities Commission.**

**CD had considered the HMRC correspondence concerning the pension scheme for staff. Neither of our members of staff earn enough and CD will write to both parties to explain as much. (Action CD)**

**The defibrillator training took place on 30th November 2016.**

**All committee members should remain on the lookout to recruit new members (Action All).**

**The laminated notices in respect of the t.v. licence is still to be produced. (Action NW 2)**

**The party requiring the bouncy castle did not go ahead as they made other arrangements.**

**NW has received everyone’s dates for the forthcoming year.**

**The 5-year plan has been distributed.**

**Richard Peach has received his invoice and has paid for his garage.**

**Ray has put the stay on the bottom door.**

**The tea urn has now been serviced.**

**4. Chairman’s Report**

**CD asked what the procedure was for admitting a new village representative member to the Committee. BB advised that LM’s address would be required together with phone number, e mail details and date of birth. The Charity Commission would then need to be advised of the new member and a welcome letter issued. (Action ND)**

**CD advised that BB would be stepping down from her role as Vice Chair and leaving the Committee. It will be very sad to see her go as we have leant on her quite considerably over the years. She will remain until the AGM. We are therefore looking for a Vice Chair and if anyone is interested could they please contact CD.**

**CD advised that PG has also decided to step down at the AGM. CD thanked her profusely for her vital role. We are therefore also looking for a Treasurer. If anyone is willing to take on the role, please contact the Chairman. If there is no immediate interest, we will try to recruit through the Village Magazine. A profile will need to be drawn up to show what the role covers. At present the Hall Manager invoices the various user’s this might be something a new treasurer might want to take on. BB explained the background as to why this is undertaken by the hall manager in so much as the diary for the hall was organised by the hall manager and it is much easier for any cross referencing concerning cancellations etc. to be looked up immediately should any queries arise. The overall role can be tweaked when the new Treasurer is in position.**

**5. Treasurer’s Report**

**The amended account was circulated for everyone to see. There still appeared to be some anomalies and we have a deficit of £400. The money in our bank account however is healthy at £11,136.61. PG will amend the accounts circulated and e mail them to the Committee before the next meeting. (Action PG)**

**PG also explained that there had been some PAYE problems and CD had assisted PG by sending photo shoots of the returns. However, we had received a fine for not sending them in on time. We will appeal against this. CD enquired of PG whether the returns were continuing to be sent. PG was still having difficulty and CD asked PG to let him have the details of where she had gotten to and he will bring it up to date. (Action PG)**

**6. Secretary’s Report**

**As mentioned previously the defibrillator training took place on 30th November. Eleven people attended and after an awkward start when the trainer asked me for the code for the defibrillator! We managed a very competent session. The trainer also asked whether our Life Pak had been recalled. I was unsure and after speaking to NW she was unaware of such a thing. The Trainer has sent me details of who to contact, I have written to them, e mailed them and rang them leaving my details. Coincidentally I have received an e mail from their customer services today and will contact them tomorrow to hopefully set the ball in motion.**

**CD and ND met up to upload and submit the accounts to the Charities Commission. We noticed that on a certain part of the form it required details of staff and nothing was recorded. I will look at this again to try and rectify it. (Action ND)**

**BB and ND attended the Community First Trustee Seminar on 9/11/16. We did not really gain anything from it – we seemed to be very much ahead of the pack compared to other Village Halls. ND brought a few handouts away to do with hire agreements, village hall governing documents and management committees. Richard Timney the facilitator touched on amending constitutions but he didn’t hold much store by it. There is apparently a form on the Charity Commission Website that we could look at. (Action ND)**

**Many of the other representatives were having a much more difficult time than us as they had next to no one on the Committee and hardly anyone using the hall regularly but everyone had similar problems attracting new people.**

**I completed the PRS (Performing Rights Society) and PPL (Public Performing Licence) form with the details from the accounts and we must pay £447.31 by 20/1/17. PG has paid the invoice.**

**ND requested that a sensor light be provided above the defibrillator and that a new clock be provided in the upstairs kitchen. The sensor light will be included in our 5-year plan.**

 **At the AVS meeting last week we discussed doing something for Halloween and ND advised them of our plans for 28/10/17 and perhaps we can join forces and do something together. (Action AVH/AVS)**

**7. Hall Manager’s Report**

**Bookings/Users**

**Bookings continue to be good and we are receiving lots of one off bookings. Sandhill’s Nursery hired the hall to do their Nativity Play as they required more room. They were very impressed and this could become a regular booking.**

**Thanks to everyone for providing their dates – there is a clash on Friday 1st December between real ale/dance show and on 8th May between WI and set building by drama. Drama are going to discuss whether they can build their set 2 weekends before the performance (i.e. 29th/30th April). NW to contact R/Ale to see if their December meeting can be moved. (Action NW)**

**At the last meeting, we agreed that the chairs could remain stacked at the back of the hall for the benefit of the drama production. Unfortunately, this together with the extended stage caused some issues for the Art Class as there wasn’t much room for their tables. In future NW, will let the Art Group and Dance Class know if this is to happen again. Drama need to let NW know if the stage is going to be extended. (Drama/NW)**

**NW had omitted to add the cost of the new keys to the various invoices so separate invoices have been issued. The Treasurer from the Choir expressed his disagreement in paying the deposit as he felt it was a cost the Hall should incur as part of their overheads. NW had explained that the cost was more to cover replacement should it be needed and to encourage users to take care of their keys. The choir would be discussing this at their meeting this evening, an invitation was extended to the Treasurer to speak at our meeting if he wished. He was also made aware that this was a Committee decision and that no one else had queried the deposit.**

**Katie from the spin class has been approached re the scratches on the ramps and advised to be put down mats. This will be monitored. (Action NW)**

**Maintenance**

**Drama have contacted NW about the door mechanism to the garage they rent. Previously BB had advised that if it failed again it should be replaced. Price to be obtained and the roof to be looked at as the contents are quite damp and it would appear there is a roof leak. (Action NW)**

**Thanks to Ray for fitting the new noticeboard, if anyone has any notices to put up could they pass them to NW.**

**At the last meeting, there was a complaint about the boiler in the main kitchen which was slow in producing hot water. It has since had a full service including replacing the split lid and worn tap parts.**

**The draw in the kitchen was causing problems and was sticking, this has now been fixed.**

**Phil is coming to look at the boxed cover to the pipe in the ladies’ toilets on Wednesday (Action NW)**

**A temporary repair has been done to the toilet in the gents. It has since been leaking again. A new siphon is required, this has been ordered and in the meantime the leak is being collected in a jug. The repair will take place next Monday and NW is also to ask him to look at the tap in the downstairs lady’s toilet. (Action NW)**

**Phil has also fixed some leaking radiators which seem to be an ongoing problem.**

**The stay to the back gate has come off and NW will ask RY to repair it. Thanks to RY for fitting the new lock to the WI cupboard.**

**The boiler has not been serviced since October 2014 as we have been having problems trying to get hold of an engineer to do it. NW is awaiting someone to get back to her and will update us at next meeting. (Action NW)**

**The decorations will come down after Sunday and we will use them again for the Pumpkin Festival. The sidelights will be left up.**

**The drama group have donated £600.00 towards the curtains which is very generous.**

**8. Five Year Plan**

**It was agreed that a separate meeting should be arranged so that we can talk about it in detail.**

**Items to be added to the 5-year plan are as follows, could we include cooking facilities, or trolleys to keep food warm, new fire signs to be provided and a suggestion box.**

**The meeting will be held on Monday 6th February at 7.00 in the small committee room.**

**9. Hall Rental Increase**

**It was agreed that it would be sensible to increase the rental this year as no increases had taken place for the last three years. For regular users, rental charges will increase by £1.50 per session for the main hall and £1.00per session for the small meeting room from 1st April 2017. For one off user’s charges, will be increased to £25.00 per hour for the main hall and £10.00 per hour for the small room. CD will update the website with this information. (Action CD)**

**10. Utility Bills**

**Our gas and electricity bills need renewing – PG will give the paperwork to BB to study so that we can get the best deal. (Action BB)**

**11. Any Other Business**

**The first aid kit needs replacing. (Action NW)**

**AGM date is required. (Action ND)**

**Silver Threads asked for some assistance with tables as it is difficult to get them off the stage. They are required the first Wednesday of every month and drama group volunteered to leave 4 tables at the front of the stage after their Tuesday evening booking on these dates. (Action Drama)**

**BB and NW proposed RY’s money be increased to £200.00 every year as they valued his expertise and availability for all the small repairs associated with an old village hall. This was agreed and the new treasurer to be made aware of this annual payment when we recruit someone.**

**12. Date of Next Meeting**

**Monday 6th March 2017 @ 7.00 pm in the small committee room**