**Alvechurch Village Hall Committee**

**Minutes of Meeting held on Monday 6th March 2017 at 7.00pm – Committee Room**

**A Group Photograph was taken prior to the meeting starting for the feature in the Village Magazine concerning our new 5 Year Plan.**

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

**1. Apologies: Jean Champ**

**2. Welcome – The Chairman welcomed Annette English to the meeting as the representative for the ‘Real Ale Society’ and Sue Bodnar Smith as the representative for the ‘Wine Society’.**

**3. Minutes of Previous Meeting**

**The minutes of the previous meeting were approved and signed by The Chairman.**

**4. Matters Arising**

**The new disabled notice and up to date User Group Notice is still required. NW will forward CD an existing list of users’. (Action NW/CD/2)**

**NW is to chase Phil Hayward about the pipe cover in the ladies’ toilet. (Action NW)**

**The Co-op information is on our website and CD confirmed that he had applied for the charity again. Our bank information is to be provided to the Co-op in order that they can pay us. (Action CD).**

**The Risk Assessment is still outstanding but this is not imperative as we don’t have to have one we just think it would be best practice. (Action CD/3)**

**CD read out a letter received from Parish Council concerning our request for a support grant. We have been granted half the funds applied for - £250.00 and this will be paid to us once we have purchased the wide screen projector between 1st April 2017-31st March 2018.**

**CD has written to the two staff members concerning the pension scheme and completed the online form, this matter is now closed.**

**The laminated notice in respect of the t.v. licence is still outstanding. (Action NW/3)**

**The clash of dates with the real ale society and dance group on 1st December 2017 was raised and AE will see whether either 8th or 15th December is acceptable. (Action AE)**

**The rental increases have been updated on the website.**

**BB has passed the utility bill paperwork to CD. CD had contacted British Gas and Eon and Eon were £80.00 less than BG on a 3-year fixed price contract. CD has accepted this.**

**NW had looked at some first aid kits, some of which are quite elaborate. It was agreed that she would purchase a basic one. (Action NW)**

**The date for the AGM was agreed as 19th June 2017. HW made her apologies.**

**JB explained that Lorraine Moy regretted that she would not be joining the Committee because she would be moving out of the village in the very near future. ND to obtain all the details from our new representatives to forward to the Charity Commission. (Action ND)**

**CD asked PG if all had been resolved regarding the PAYE problems. It appears there are still problems and CD suggested he call on PG this Saturday during the afternoon to sort the matter out. (Action CD)**

**Phil Haywood had looked at the garage door and is going to make some adjustments. He believed there was no roof leak only condensation. It may be that the garage roof needs to be lined.**

**The men’s toilet had been fixed.**

**The boiler had been serviced.**

**5. Chair’s Report**

**CD reported that Steve Siddle from the Drama Group had shown an interest in the Treasurer’s role. CD is to have a meeting with him and to this end when he visits PG at the weekend he will take the account details away to familiarize SS with our setup. Interest had also been shown by Caroline French, currently the Treasurer with AVS. After CD had spoken to her she agreed that the task was a bit more than she envisaged, however, she expressed an interest in perhaps becoming a Committee Member. (Action CD)**

**JB had expressed an interest in becoming the Vice Chair.**

**CD had heard from HMRC re the late submission fine and we no longer must pay.**

**The problems with the Wi-Fi are still being looked into and the router has been replaced. Chris will circulate the new password. (Action CD)**

**6. Treasurer’s Report**

**PG apologised that due to ongoing problems with her computer she had not been able to type any accounts. Hand written details were circulated and discussed. The Committee expressed their thanks for the donation received from AVS from the quiz amounting to £354.50. At present, there is a healthy balance including £5,012.40 in the deposit account. For the benefit of new member’s CD explained that it was good practice to retain £5,000 as a buffer against any unforeseen costs which might arise.**

**7. Secretary’s Report**

**ND had still not been able to record details of staff on the Charities Commission site. ND will liaise with the Charities Commission to ascertain where she is going wrong. (Action ND)**

**Although we have been advised that amending the Constitution can be found on line – ND had been unable to trace it. She will contact Richard Timney’s office. (Action ND)**

**The stay has been ripped from the rear gate again. It looks as if the gate has been closed whilst still attached to the stay. Regarding the 5-year plan questionnaire the Parish Council will be making a charge. I have obtained 300 copies so far for £12.96 and will get more copied as and when.**

**The date for the AGM is 19th June as previously mentioned.**

**ND has received the insurance renewal. We are in the 2nd year of a 3-year deal and the premium is £928.76. BB reminded the Committee that the quote from Community First had been significantly cheaper than others and was cheaper than the premium we had been paying before we started using them.**

**8. Hall Manager’s Report**

**The bookings continue to be good. Easter Weekend is the only weekend completely free in the next two months (not including dance). We continue to receive enquiries which we are unable to fulfil due to our current regular bookings. The French Dance class have increased their use. The Tai Chi teacher is retiring and his class are very distressed by this. He is endeavouring to find someone to take his place.**

**The boiler was serviced at a cost of £120.00 by Breeze Hot and Cold. All radiators are working and the engineer commented that it was a good boiler. The engineer was a commercial boiler engineer not a Ferroli specialist contractor. We will perhaps look at a more specialist contractor next year.**

**Phil the plumber has replaced the siphon in the gent’s toilet and it is no longer leaking – the cost was £58.00. He has also replaced the inserts in one of the taps that was leaking and fixed the radiator that wasn’t working and this cost £61.00. He looked at the tap in the downstairs ladies toilet and could find nothing wrong with it.**

**Recently NW noticed that the gent’s toilet has started to have a constant dribble of water from the cistern. Having played with it it’s not running too badly but it will need looking at. There is also a musty smell in the downstairs ladies’ toilet – this disappears when the door is left open. It will be monitored, it may be because water sits in the pipe as this facility is not used as much as the others in the Hall.**

**NW has purchased a new clock for the kitchen.**

**Some dents have appeared in the floor and NW will be looking at them next time the spinning class use the hall. (Action NW)**

**9. 5 Year Plan**

**ND circulated notes of the meeting that took place on 6th February 2017.**

**Going through the bullet points –**

* **CD has produced the questionnaire, it is printed and has been circulated to various groups, the library, post office and The Lounge**
* **Surveymonkey is also up and running**
* **David Noakes has made a superb ‘suggestion box’ from wood donated by Pat and Pat Riley ‘s son in law, Phil. It was agreed that the entrance hall would be the most sensible place to site the box. RY will be asked to fix it there. CD will do a letter of thanks to David Noakes.**
* **The form will continue to be distributed to Hall Users**
* **It was agreed the form will now be returned by 30.4.17 to enable those people choosing to complete the form which will appear in The Village magazine in April.**

**JB and ND will be attending a Funding Fair on 8th March at Redditch Town Hall and it is hoped we will be able to benefit from securing funding from the various organisations.**

**It was agreed that we should also start to knock some of our aspirations off the list and possibly publicize them as we do it.**

**10. Induction/Information Pack for Committee Members**

**JB had asked for this to be put on the Agenda as she found it difficult to explain the functions of the management committee when trying to recruit new members. There was a general agreement that more information should be provided. ND had extracted information from a management committee induction pack available from an ACRE (Action with Communities in Rural England) document. The information included copy of the trust deed, government lease, hiring agreement, village hall rules, newsletter, contracts etc. This was felt to be a bit over the top so ND will do a draft welcome letter to present to the Committee and an overview of other documents which may be pertinent. These documents to be kept on line to be accessed by members perhaps in a ‘drop box’. (Action ND)**

**11. Pumpkin Festival**

**HW explained that an interim meeting had taken place and the planning was discussed as follows: -**

* **To take place on Saturday 28th October 2017 – 11.00 am to 16.00 pm**
* **Advertise in Village magazine**
* **Hannah Genders will do an article, the allotments will be asked to possibly provide pumpkins**
* **HW has found someone to provide Pumpkin Soup**
* **Pumpkin pie perhaps**
* **Pumpkin display in the Hall - £1.00 to enter**
* **NW advised that Jo Bestwick will do ‘pumpkin’ face painting at the event**
* **Stencil details to be put on our website regarding decorating pumpkins**
* **Seedlings for pumpkins will be sold at Picnic in the Park and ND suggested that perhaps AVS could be of help here and man the stall as a contribution towards the event**

**12. Any Other Business**

**CD is to contact the Bernard Sunley Charitable Foundation.**

**Mrs Pat Riley asked NW to display a poster on behalf of the Choir for a gala night taking place on 1st April in respect of raising funds for the co-founder of the Alvechurch Community Choir – Lillian Boutte who is now unwell and living back in the USA.**

**Mr P Riley suggested that once we have the screen in the Hall we could perhaps hold our own Derby Day/Ascot Day. This was felt to be a good idea and obviously one for the future.**

**13. Date of Next Meeting**

**Monday 22nd May 2017 @ 7.00 pm in the small committee room.**

**Annette English proffered her apologies in advance.**