Minutes of Village Hall Committee Meeting
Wednesday 17 July 7.30pm

Present: John Knight (Chair and Trustee), Janet Richardson (Trustee), Jennie Schamp (Trustee), Andrea Tancred (Trustee), Jon Carpenter (Treasurer), Sue Knight, Sue Pink, Heather Bond (Minutes)

Apologies: Nick Pink

1 Minutes of the Meeting held on 21 May 2024

John will update the Charity Commission website when the accounts are finalised. Jennie to arrange a meeting with John Wilby about the risk assessment.

2. Matters Arising/Action updates/Correspondence

Barry (Swing Dance) sadly collapsed and died recently at the Village Hall. John put a notice on the website. Jennie had an enquiry from a Clarinet ensemble to use the VH every other Monday. Jennie will explain the background to the enquirer and it was agreed we need to know whether Swing will continue by mid August. John has received a letter from Christine Minns thanking the VH for their support through Open Gardens.

3. Treasurer's Report and handover position

Jon met with Ian and they went through how he prepares the monthly figures and he will show Jon how to do the payroll. Jon has received a bank card from Barclays but will contact them again for a PIN. Jon will follow up with Ian and contact Mick & Sue to put his contact details on the website. Sue Pink had to re-do the accounts and has checked and verified them in her report, which John will send to committee members. John will send an email to Ian, with a copy to Michael Hill, asking Ian to hand over the Treasurer's role to Jon Carpenter fully by the end of July.

4. Mardle & Website update

Mardle: The latest issue is out for review and will be copied in black & white. Mick & Sue will deliver this edition to Ashwellthorpe Road but we need to find a new distributor.
Website: Website issues have stabilised. Mick & Sue would like pictures of the kitchen on the website and Jennie has uploaded them.

5. Kitchen

Janet paid 80% of Kirk's invoice and will pay the remainder when all agreed work has been completed. It was agreed to offer any additional crockery to users of the village hall. Lottery plaques to be put up and records kept of all lottery spend. Thanks to Janet, Jennie and Nick Pink for all their work.

6. Bar Update

To July, the bar takings are 16% up on last year. Expense forms need to be completed for any purchases on behalf of village hall. Sincere thanks to Jane and Becks, and to Chrissie & Paul for their assistance in helping when Barry died. The old till needs to be removed from the bar. A second card reader will be purchased as a back up for events in the Hall.

7. Maintenance

John discussed kitchen snagging with Nick. A post has been knocked over again in the car park. The tap from the boiler needs descaling.

8. First Aid and general Health & Safety Guidance

Andrea is worried about accidents being recorded in the accident book. The hirer should complete an accident form and be made aware of their need for first aid training. John will look at Policies which need updating. It was agreed to consider first aid training.

9. Parish Council/School update

Parish: Andrea wasn't at the last meeting. Complaints have been received about the Travellers' dogs, also about inconsiderate builders making noise early in the morning. Electric charging points were discussed but it was agreed there are too many unknown responsibilities for the VHMC to have them installed. The footpath is to be redesigned for the Farthings project.
School: New windows are being fitted at the school on 12 August. Latest fundraising will be for improvements to the playground. Improvements to the toilets is on hold as there isn't a leak.

10. Any other business

£942 raised from 3 events run by the Village Hall for school funds: £275 from Bingo, £389 from Clairvoyant evening and £553 from the BBQ at the school fete. The chain for the planter has been broken. Andrea will mention it to the Headteacher to highlight in assembly. Parents parking for sports day was a problem. Andrea will ask David Minns if they can use his field if silage has been cut. Floor cleaner is back in stock, so John will purchase one.

The meeting concluded at 9.40pm.

Date of next meeting: Wednesday 14 August 2024