

SHOTTESWELL VILLAGE HALL COMMITTEE MEETING HELD ON 30TH JANUARY, 2019 (010)

PRESENT: B. Zammett, T. Clark, L. Clark, J. Beaumont, J. Coogan. N. Stephens. H. Waring.
Members of the public: E. Gilchrist.

APOLOGIES: None.

MINUTES: The minutes of the last meeting (13th December) were agreed. Charity Commission would need to be informed of the administrative changes to the constitution.

Hilary handed out Trustee Information files to Nicola, Jan and Jeanette. Other members will also be provided with a file.

POLICIES: The following policies had been drawn up by various members of the committee and circulated before the meeting for consideration:-

Risk assessment, Fire Safety Risk Assessment, Complaints Handling, Conflict of Interest, Volunteer Management, Investment and Children and Vulnerable Adults Protection.

It was agreed that all policies were adopted and would be reviewed annually. Proposed by H. Wareing and seconded by J. Cougan. The Terms and Conditions of Hiring were agreed as a policy and a regular Hiring Form would be drawn up shortly by Ben.

Gift Aid was discussed and whether we needed to re-register as we had claimed it before. Terry (Treasurer) would look out information regarding previous claims information.

HEATING: Ben reported that we had heard from the Lottery that we had got through to the next process and they were asking for more information.

KITCHEN: After the Food Hygiene Inspection on 21st January we were awarded a level 5 which was the top rating and to which we had aspired. Thanks were expressed to those who had worked diligently to this end. An insectecutor had been fitted that morning. Repainting had been done with Dulux Easycare Timeless after treatment for mould and flaking paint. Hilary and Ben (having Food Hygiene Certificates themselves) and Linda had met recently with Elisabeth and Pauline (monthly Saturday lunches) to discuss training and Christine, Elisabeth and Pauline are all going to obtain the Food Hygiene Level 2 certificate which can be done online. We asked that we could have copies for our folder. N. Stephens would do rotas for cleaning because we had to show that we have done everything possible hygiene-wise to keep the kitchen at the standard of 5. Ben would acquire another 'Scores on the Doors' Level 5 notice. One was already displayed in the front window. Plans were made for sorting out cupboards, providing new boxes for cutlery and providing a hook on a wall for storage of the stepladder outside the kitchen.

TREASURER'S REPORT: Terry reported that the Coventry Building Society balance was £9325. There was about £250 to come from Tickles for Pickles and Yoga. There was also income from band practices and the Breakfast Club. We had spent £150 on new kitchenware and £44 for paint and paintbrushes. He said that we needed to spend money in the future on underfloor ventilation because G. Spencer had previously reported that the joists had mould on them. We needed to keep an eye on floorboards in certain areas. Ben had now found the software to produce standardized invoices. Tuesday Club were always prompt payers in cash monthly. Terry reported that since we had agreed to stay with S.S.E. for the electricity contract they had told us that they would only

accept payment in the form of direct debits. The existing account was still in force until October. We might have to go with British Gas which was marginally more expensive.

BANK ACCOUNT: Terry and Hilary had explored possible alternatives to the Coventry Building Society account and the Co-op Bank was looking favourable. Hilary shared some information on the Co-operative Bank Community Directplus Tariff. It was decided that we should probably agree on bank accounts at the next meeting. Terry would clarify a few things with the Co-op.

LETTINGS REPORT: Ben reported that Tickles for Pickles run by Jemma would be running on a Friday afternoon from the 1st February. She was getting different people to each class. The band practices would be running regularly. We had four birthday parties booked before April. Ben asked Elisabeth if it would be possible with notice to book parties at 3.00 p.m. on a first Saturday after the Lunch at the Hall as he anticipated a rise in the number of party booking generated from the young mums from Jemma's classes who all appreciated our facilities. She agreed this would be O.K. Ben mentioned that there was a pole fitness class due to start on Wednesday evenings and that they would need storage for the poles in the shed. N. Stephens to sort this out.

FUND-RAISING: Proposed dates for the Breakfast Club were 10th March and 14th April. Hilary had been in touch with a cycle club who would liaise with us on dates and try to support us. Publicity was discussed – possibly notices on Anita's caravan park and Laurel Farm footpath. Flyers would be needed for the village. It was agreed that Terry would run a quiz on 16th March and food for this would be arranged. Terry suggested we could not run a Race Night until later in the year. Hopefully another successful fete, to be held on 6th July this year, would provide additional funds. Nicola, Ben and Terry are on the fete committee.

MAINTENANCE: Ben said that maybe we should look at redecorating the entrance hall.

PROMOTION OF HALL: The website subscription had been renewed for another year. Hilary suggested sending out a newsletter with dates of future events and it was agreed that this would be worth putting out well before the 1st April edition of the Shotteswell Newsletter which would also contain an article for the village hall. Ben mentioned that we could promote our hall via the W.R.C.C. who would feature a different hall each month and we would be the first. He would follow thus up.

DATE OF NEXT MEETING: It was agreed that Tuesdays were the best night and the next meeting would be on Tuesday, 5th March at 7.30 p.m.

A.O.B.

1. Ben suggested we aimed to achieve Level 3 on the Hallmark Award run by W.R.C.C. Level 1 was achieved several years ago. This could be useful for future grant applications and is something we have often thought of doing.
2. It was agreed that Ben would continue to raise the flag for the Birthday Club but Terry would be responsible for delivering the present and cards.
3. Dishwasher. Hilary would check costs of a dishwasher and Ben would obtain about installation costs. We could then suggest a joint fundraiser by Tuesday Club, Saturday lunches and the village hall if it was agreed that we would go ahead with the dishwasher. Ben said that a couple of enquirers had been put off by the fact that we didn't have a dishwasher.
4. Elisabeth asked about the use and storage of the stepladder which couldn't be kept in the kitchen now and the availability of space in the fridge. The committee didn't see any problem with food left in the fridge if it was in date as the fridge was now permanently on but conceded that they would

ask Jemma (who used the hall several days a week for Tickles for Pickles) if she could empty the fridge shelves before the Lunch in the Hall events.

Approved by Committee – 5th March 2019

B. Zammatt