

## SHOTTESWELL VILLAGE HALL COMMITTEE MEETING HELD ON 5<sup>TH</sup> MARCH, 2019 (011)

PRESENT: B. Zammett, T. Clark, L. Clark, H. Wareing, J. Beaumont.

APOLOGIES: J. Coogan, N. Stephens.

MINUTES: The minutes of the last meeting (30.1.19) were approved.

Ben reported that since the last meeting the fire extinguishers had been serviced and PAT testing had been carried out. One of the hostess trolleys had failed and discussion took place as to its disposal.

BANK ACCOUNT: It was proposed (HW) and seconded (BZ) that we transfer funds from the Coventry Building Society to the Co-op Bank but we would keep the Coventry Building Society account open until the transfer was completed. Signatories were confirmed as Ben Zammett, H. Wareing, T. Clark and J. Coogan and forms needed to be completed by signatories to the account and all Trustees. Treasurer Terry Clark reported that there was £9754 in the C.B.S. plus £140 to pay in and £192 to come from Jemma's hiring. The P.C.C. and Parish Council had been invoiced for their annual £50 contribution and the P.C.C. had paid. The water rates and PAT testing were due to be paid and the electric bill was due shortly. We had taken £410 cash from the electric meter since 1.11.2018 which was almost double last year's take. The forthcoming election would generate £150/£200. Linda to check what we charged last time and when we last put up the charge.

LAND CUSTODIANS/CHARITIES COMMISSION: There had been a question of where these were lodged but that had been resolved and we now needed to register with the H.M. Land Registry which would incur a fee of £200. It was proposed (HW) and seconded (JB) that Ben Zammett register the property.

CONSTITUTION/MEMBERSHIP: Since the person who was put forward as a representative from the user group The Parish Council had continually refused requests to supply us with the personal information for them to be registered with the Charity Commission (i.e. date of birth) and therefore could not fulfil the role of trustee there was a discussion as to how to proceed. It was felt the representative could not act as a committee member and trustee. It was agreed that a Communication Policy was required urgently to clarify how we should respond to future issues.

HEATING GRANT APPLICATION: The committee had not been provided with any details or sight of the Lottery application or copies of any communications explaining at what stage it was at or the apparent delays. We confirmed that as a committee we had not given permission for any specific person to make a grant application on our behalf but that this had been taken on between meetings by Val Ingram. Hilary Wareing said that she had offered her help but was told by Valerie Ingram that an application to the Lottery Fund was already in. Ben reported that a similar scheme in a local village had been completed in about 4 months last year. Ben had attempted communication with the Lottery but had been told that they would only deal with Val Ingram who submitted the original application. As the committee did not have access to or any information about the current application all agreed that we should withdraw the application by sending a letter which we would all sign individually. (HW proposed, LC seconded). We would consider a new application when new up-to-date quotes are obtained.

MAINTENANCE: A section of the floor approx. 4m x 3m in the west corner of the hall needed urgent attention as another small hole had appeared which was now covered over with a metal plate. We needed some underfloor ventilation and moisture barrier as the underside of the floor boards have wet rot. Quotes would need to be obtained. Ben and Terry had ascertained that there were three

courses of stonework below floor level at NE end of the hall and the damp proof course is one course below. This would provide sufficient room for an extractor. We needed a humidity meter controlled extractor fan. Gordon Spencer had also suggested a french drain around the west part of the hall to reduce any moisture ingress and David Beak had suggested a membrane be installed against the wall. There was a quote of [REDACTED] for the electrical equipment and [REDACTED] for carpentry work for ventilation plus the hire of a core drill. One quote to replace this area of floor was [REDACTED]. We were waiting for a quote for all three aspects of the job from another contractor. Ben said that we could apply for grants from Entrust, Action on Energy at Wellesbourne, My Community or the Lottery

KITCHEN: We were waiting for cleaning rotas from Nicola Stephens and the Saturday Lunch ladies still had to do the Food and Hygiene course. It was agreed to spend up to £100 on white mugs as some of the current mugs stained badly. Proposed B. Zammatt. Seconded J. Beaumont. These would be available to any user of the village hall.

A.O.B. WEBSITE. Ben reported that the shotteswellvillagehall.co.uk domain had not gone live. Anticipated help had not been forthcoming and it was costing £80 p.a. plus £15 domain hire. He said that Wordpress does not work for us and that he considered £150 to £160 too much?

CLEANING. It was agreed by all that we buy a Henry type vacuum cleaner as soon as we saw a good offer on price.

VERGES. It was agreed that users should be encouraged to use the car park as much as possible to save the verges getting damaged.

FUTURE MEETINGS. There was a unanimous vote that there would be no more open meetings. The next meeting would at 7.30 p.m. on 26<sup>th</sup> March, 2019.

**Approved by committee – 26<sup>th</sup> March 2019**

*B. Zammatt*