

# Piddington Village Hall Management Committee Meeting

12 September 2017 – 19:30

## MINUTES

Present: John Galloway (JG) Chairman – Chris Weavers (CW) Treasurer – Kim Elliot (KE) – Bookings Sam Mylam (SM) Rosemary Cox Trustee (RC) Yvonne Weavers 200 club (YW)  
Observer : Graham Paisley (GP)

1. Apologies. Al Hopkins, Observers : Sandra Paisley, Lyn Webster	ACTION
2. Minutes from the 8 <sup>th</sup> August 2017 meeting were approved and signed.	
Additional item - 200 Club. YW advised that for 2017 200 tickets had been sold compared with 170 for 2016. SM checked the draw tiles which were found to be the correct total of 200.	
3. Matters Arising:	
a. Childrens play area. CW advised that a Playsafe inspection had been made on the 25 <sup>th</sup> July and the committee had been forwarded the report on the 9 <sup>th</sup> August. The overall risk was marked as “medium”. CW to copy the report to Sandra and Marie-Claire for further advice at the next meeting.	(CW)
b. Childrens play area – PC involvement. JG advised no further matters to report, to advise at next meeting	(JG)
c. Charities commission/Trustees/Trust deed/Constitution CW advised that he has added himself as the contact point on the Charities Commission website with RC as the only named trustee. A further two persons were required to become trustees in accordance with the committees 1994 constitution. CW advised he would volunteer to be a trustee so one other was required if RC was willing to remain in office. Advice on trustee’s duties and responsibilities can be found on their website. CW can advise if more information requested. Following a conversation with the Charities Commission CW noted that they only recognise the original 1963 constitution. This can be amended as required by a supplemental deed. CW would check further once the required number of trustees is in place.	(CW)/ (ALL)
d. Resilience Fund Liaison sub-committee. JG advised still waiting for date from PC.	(JG)(AH)
e. Village Hall Development. Car Park and Render, CW advised this is scheduled for Steve	(SM)/(JG)

<p>Woodward to action on Wednesday 20<sup>th</sup> September. The invoice prepared for Dave Cook is £220.</p> <p>Kitchen. David Cook had completed plans for the new kitchen which had been passed to JG. SM advised that Tace will submit a quote so two more are required. GP has a contact Shaw in Lower End and RC suggested Wickes so quotes will be requested from both. KE noted that an earlier quote from Jerry would need a revamp as the spec for the work has now changed.</p>	(GP)/(RC)
<p>g. Pantry Financial Assistance JG to write a letter thanking The Pantry for their offer of £3.000 towards the cost of a new kitchen.</p>	(JG)
<p>h. Restock of Glasses for the Bar. (JG) still to source</p>	(JG)
<p>4. Treasurers Report. CW presented the figures for the month reporting no change with an expectation of a surplus of around £3.5k for the year.</p>	
<p>5. Events Review. PUP, CW informed the committee that the takings for the August PUP was £217.65, an improvement over the £145.70 for July.</p>	
<p>6. Events planned</p> <p>29<sup>th</sup> September PUP. Agreed that a barrel should be obtained, CW would collect. JG would stock up on other drinks. SM, KE, YW and CW would cover bar and preparations. JG to make addition to A board that a barrel is back.</p> <p>7<sup>th</sup> October apple day – JG advised that David Cook is organising. He is looking for volunteers to run the bar at lunchtime and in the evening. SM, KE, YW and CW will help. RC will see if Charles and Sally may help. CW will mention to Pantry group. It was noted that the grass and hedge around the VH need cutting, RC will ask Ben at Plantasia if he can do</p> <p>13<sup>th</sup> October Film night – CW advised Ken is organising this. It is free entry. There should be a bar but a barrel was not thought necessary. Volunteers needed</p> <p>27<sup>TH</sup> October Halloween PUP – SM, KE and YW will work together to make this a special evening with decorations, fancy dress and music. GP kindly offered to loan his sound system for the evening. JG would devise a special sign for the A board and inserts for Parish Matters would be considered.</p> <p>17th November Ukulele evening - CW said that Ken is organising but will need help with selling tickets. It was noted that there was no shared church involvement for this event. It was felt that a joint event would more</p>	<p>(CW)(YW (KE) (SM) (JG)</p> <p>(KE) (SM) (CW)(YW (RC)</p> <p>(RC)</p> <p>(ALL)</p> <p>(ALL)</p>

<p>communal and likely to sell more tickets. RC would check the position and report.</p>	
<p>Skittles evening, CW advised that Steve the vicar is now talking about possibly hiring skittles for an evening. CW to review as a possible event for new year.</p>	(ALL)
<p>9<sup>TH</sup> December Xmas Decorations – SM and KE to organise decorating the hall. KE to ask Hazel to ask for helpers in the Parish Mag.</p>	(RC)
<p>15<sup>th</sup> December Village Christmas drinks – YW will ask Hillary if she will bake mince pies. Drinks and other arrangements to reviewed at next meeting.</p>	(CW)
<p>GP advised that Sandra would like to organise a kids tea club, more details to follow</p>	(KE) (SM)
	(ALL)
	(GP)
<p>7 VH charges review. CW had circulated by email on 10 August a proposal to increase hire rates from 1<sup>st</sup> January 2018. Regular users would be advised by email of the changes several weeks in advance. CW would circulate the proposal again for final review at the next meeting.</p>	(CW)
<p>8. OCVA (Oxford Community Voluntary Action) Researching and Prioritising Funders</p>	
<p>CW and SM would attend this workshop on 11<sup>th</sup> October. It is designed to assist organisation like village halls to obtaining funding for capital and other projects. The Parish Council are sending a representative. The cost is £50 per person.</p>	(CW) (SM)
<p>9 Security</p>	(CW)
<p>.JG advised that he had seen a couple in the hall one evening recently who may not have been part of a hire group. CW would check.</p>	(RC)
<p>The committee expressed concern that whilst the number pad entry system was convenient for users to access the hall it was not secure if the code became known to unauthorised users. It was though that key only access was not practical. It was agreed that the access code should be changed as soon as possible and changed on a more frequent basis in the future. RC to ask Charles if he would change the code. GP would see if they were other lock systems available that the committee might consider to replace the current key pad.</p>	(GP)

A.O.B.

JG advised that due to personal issues over the next few months he would not be able to continue to fully discharge his responsibilities as Chairman. The committee were asked to consider appointing a Chair on temporary basis, maybe as a shared responsibility with JG. To be reviewed at the next meeting.

(ALL)

JG also noted that following the resignation of Charles B the group needed a new Secretary to be appointed. CW has compiled the minutes for this September meeting. To be reviewed at the next meeting.

(ALL)

JG advised that David C had incurred costs of around £100 on yeast for the upcoming Cider day and will need reimbursement.

JG said that it would be no longer possible to store Cider on David C's premises and that an alternative site needs to be found. As the cider should be stored at an even temperature a cellar would be ideal. The committee were asked to see if someone in the village may be able to help

(ALL)

CW reported that both he and JG had a full set of keys and that KE had keys for the sheds. CW would get a third set cut for another committee member to hold to ensure they were available if two happened to be away at the same time.

JG would email the committee for comment his submission for the village hall section of the CLP report that is due to be published this autumn.

(CW)

SM was looking for a booking time for a possible Yoga class and would speak with KE.

SM and KE signed a new bank mandate to replace those named who have left the committee. CW to forward to CAF bank.

(JG)

KE counter signed a cheque for £155 to pay Pro Jetting's invoice for the August period. CW to post

(CW)

(CW)

Next meeting Tuesday 10<sup>th</sup> October 7.30pm

