

# PIDDINGTON VILLAGE HALL MANAGEMENT COMMITTEE

## MINUTES OF MEETING HELD TUESDAY 12<sup>TH</sup> MARCH 2019.

Present: Sam Mylam (SM)(Chair): Chris Weavers (CW)(Treasurer): Ken Howard (KH) (Acting Secretary): Kim Elliott (KE) (Booking Clerk): Bob Dixon (BD): Leslie Oldman (LO): Mario Terzino (MT)

Apologies: Sandra Paisley (SP).

**Prior to opening the meeting, the committee were addressed by Mrs Lynda Galloway** on behalf of Piddington Parish Council, they wished to use the hall and facilities for a fund-raising event. That purpose was raising funds towards the legal expense of the Gypsy Planning Appeal case in March 2019. It was explained that a village donation appeal would fall short of the cost of the legal team, and this function would add to the donations. The matter was discussed and a date of 13<sup>th</sup> April 2019 was agreed. The committee also agreed that no village hall hire fee would be asked for. There would be a bar stocked and run by the funding committee, the proceeds of that would be part of the monies collected. There would also be a raffle. The bar licence would be covered by members of the village hall committee being present at the function. On the night music would be supplied by SKANDEMONIUM based on a 70s/80s theme. In the car park on the night would be a wood fired pizza van (The Pizza Boys) from which people could buy pizzas. The ticket price would be £8. No charge for children under 13 years of age. Publicity would be carried out by the organisers, specifically in Piddington village.

**The meeting was then addressed by Mrs Morwen Ashton** who on behalf of the village hall committee was the main leader of organising a Village Bake Off. This matter discussed and a date of the 29<sup>th</sup> June 2019 was agreed. Publicity would be done in the village. There would be a number of different classes for which bakes could be submitted and judges would be nominated. The event to start at 10 a.m. Refreshments of tea/coffee would be available. Mrs Ashton would circulate to the committee some ideas on how the function would progress. These would be discussed at a later date. Ideas can be forwarded to her from any committee member on procedure and food to be produced.

At 8.05 p.m. the committee proceeded to the agenda.

- 1. Minutes of last meeting held on 12<sup>th</sup> February 2019, approved and signed.**
- 2. Matters Arising:** (a) Village hall risk assessment: (KH) stated this is awaited. (b) Bank mandates: (CW)awaits completion. (d) Apple Day: (MT) confirmed this would be on the 21<sup>st</sup> September 2019. Set up would be on the 20<sup>th</sup>. The cider group would set dates that would invite villagers to attend and be part of the work involved and tasting. A date 24<sup>th</sup> May 2019, had been booked. It was hoped that other dates in the year would follow. There was then a discussion on storage of cider plus equipment. Matter still to be concluded. (e) Resilience storage shed: (KH) said the shed would be delivered to the village hall on Saturday 16<sup>th</sup> March 2019. The supplier would contact (KH) on Friday 15<sup>th</sup> with estimated time of delivery. (MT) would be available and his

mobile phone number was to be passed to supplier so contact could be made on time of expected arrival at village hall.

- 3. Governing Document/Standing Orders:** (KH) outlined the position re amendments to the Trust Deed Document for the Charity Commission, and that the document had been looked over by the Parish Clerk. The amendments had been discussed and approved by (CW) (BD) (LO) and (KH) at a previous meeting. There was a discussion re this and Standing Orders. Agreed the committee present would sign both documents. The Trust Deed amendments would be sent to the Charity Commission for ratification. The Standing Orders would be now part of the workings of the PVHMC.
- 4. Children's Play Area:** (MT) stated he had submitted funding applications to Cherwell District Council, if successful will also submit grant applications to the big Lottery Fund and Viridor. The separate Play Area bank account monies (£2723.60) would be transferred to the village hall account; this would be shown in the accounts as play area monies. Olivia Barrett would continue with fund raising and the management of the proposed play area. A dialogue with Murphy's contractors working on the rail works is ongoing, as a contribution from them may be possible.
- 5. Village Hall Extension:** (BD) stated that Warwick Builders were due to deliver and build the extension on the 23<sup>rd</sup> April, and possibly take 3 days. Groundwork prior to this would be carried out from first week in April. Once built JBR are scheduled to install the emergency exit door and double linking doors 24<sup>th</sup> to 26<sup>th</sup>. Discussed that (CW) should inform users of the village hall that bookings for that period may have to be cancelled. Decision will be made when final funding decision has been made by Viridor (about 13<sup>th</sup> or 14<sup>th</sup> March). (BD) circulated a summary sheet and capital works costs, (BD) circulated a project plan, (CW) circulated a paper showing the latest capital works cost of the extension. After allowing for grants there is a net cost to the village hall of £3384. This includes £1000 provision for cider storage which is under review and a £474 contingency.
- 6. Treasurers Report:** (CW) circulated an up to date income and expenditure sheet and explained various items shown. This financial year will show in the region of £5000 more expenditure over income, mainly due to kitchen and extension costs.
- 7. Village Hall Maintenance Update/Heating:** (BD) circulated a maintenance and improvement checklist, on which a number of items had been completed. New extractor fans have been installed in the ladies and the disabled toilets. Plaster in the ladies toilet has been replaced and will be repainted shortly. Heating in the toilets to be renewed in the autumn. A third quote for new hall heating is awaited. A new quote had been received to install new airlock doors to village hall. 19 maintenance jobs had been completed since October 2018.
- 8. Village Hall Security:** (KH) stated that requests from 3 suppliers had been made for quotes on 2 new front doors. Although 2 had promised to make appointments only one did come to the hall, and his quote is awaited. (KH) to arrange a further quote. The new security system is on hold until the door replacement is finalised. (MT) liaising with the hall's insurers on security matters.
- 9. Pub Nights Management:** (CW) stated that unfortunately the last pub night had to be cancelled at the last minute as no committee members were available. One has to be

in the hall otherwise there is no drinks licence. This matter discussed. (MT) had spoken to Mr John Galloway, who was happy to be the Bar Manager for village hall functions. Discussed. Proposed that he make contact with (SP) who at present carries out bar duties for a joint enterprise arrangement.

**10. Village Hall Events:** (KE) Film Night Friday 15<sup>th</sup> with bar from 7 p.m.; 15<sup>th</sup> June Pamper Evening, pay at door; 1<sup>st</sup> November Halloween; 29<sup>th</sup> November Ukulele Night; 14<sup>th</sup> December village drinks in association with Parish Council.

**11. 200 Club Management:** Mrs Yvonne Weavers has for several years been the manager of the 200 Club and has requested that someone else take over responsibility for it as from 1<sup>st</sup> June 2019. (KH) stated he was happy to manage this with the help of the treasurer (CW). The matter discussed, agreed that the committee should try to sell as many of the numbers as possible to help with financing the hall's new heating costs and the children's play area. Agreed that in April publicity in the village be made using the various means available. The March 200 Club draw was made by the committee; the winners were: 121 Tace Mylam: 104 Sandra Carey: 145 Meg Bell: 27 Debbie Swift.

**12. Any Other Business:** (KH) stated that the minutes in future would identify Trustees' possible conflicts of Interest. This was designed to show in the minutes that all decisions are made for the benefit of the hall and village, with any conflicts clearly identified. The gutters attached to village hall need attention as the water from them may flood the area around building. (BD) will examine and report back.

**13. CHAIRMAN FOR NEXT MEETING TUESDAY 9<sup>TH</sup> APRIL 2019 WILL BE MARIO TERZINO.**

**MEETING CLOSED AT 9.50 P.M.**