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## *Dadlington Village Hall Management Committee*

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### **MINUTES of meeting held 8<sup>th</sup> March 2018**

**Present:** Michael Dix, Phil Kiteley (chair), Sally-Ann Faulks, Sam Johnson, Rachel Rees-Jones (secretary), Simon Rees-Jones, Diane Rowbotham (treasurer), John Whitehead.

**Absent:** Steve Wright

1. **Apologies** - Keith Morton
2. **Minutes of meeting** held on January 11<sup>th</sup> 2018  
Agreed and accepted as a true and correct record
3. **Issues arising from the minutes**  
None
4. **Correspondence/Communications**
  - a. HBBC have completed an unplanned Health and Hygiene inspection. The Inspection sheet was left in the kitchen. The report is to follow. Rachel to check with them where they will post the report to. **ACTION RACHEL**
  - b. HBBC have requested to visit the hall during w/b April 9<sup>th</sup> to view the premises in preparation for the next polling event. Sam has informed them of available times.
5. **Financial report presented by Diane.**
  - a. Current account - £4790.32 Defib account - £1974.29. as at 08/03/2018  
Expenditure this financial year to date £21758.86. Income £15324.11.  
A detailed breakdown was shared with the committee prior to the meeting including the final details of the Building project.  
£40 is outstanding from a workshop. Sam to chase this. **ACTION SAM**
  - b. The 8-litre plastic urn no longer works. All agreed to purchase a new stainless steel one for approx. £60. **ACTION RACHEL**
  - c. The annual accounts for 16/17 have been submitted to the Charity Commission.
  - d. Good practice would be for DVH accounts to be audited. Rachel to make enquires of those who do this for other charities e.g. The Stoker, the church. **ACTION RACHEL**
6. **Bookings – Spreadsheet shared by Sam prior to meeting**
  - a. There has been an enquiry as to the dimensions of the grassed area for a bouncy castle. To be included on website. **ACTION MICHAEL**
  - b. Cancellation policy to be put on website. If hirers cancel within 7 days of the booked date, the full payment will be expected unless there are extenuating circumstances. **ACTION MICHAEL**
  - c. All agreed that 15 minutes set up and 15 minutes clear away time is free of charge. Any additional time needs to be included in the hiring costs. To be clear on the website. **ACTION MICHAEL**

**d. Use of AV equipment.**

The Zumba and Yoga leaders have requested using the sound equipment. Phil has agreed to demonstrate how to use it.

One off hirers can use the sound system for an additional charge of £20. This is to be included on the website. No films to be shown yet by hirers until our licence is amended.

**ACTION MICHAEL**

**7. Village Lottery – John**

- a. 55/59 tickets sold tickets now sold
- b. Licence renewed with HBBC - £20

**8. Premises Licence - Simon**

Email sent out from Simon prior to the meeting explaining the current position and the process required to amend our licence. As Keith (the current Licence holder) no longer lives in the village, the committee needs another member to take out a personal licence.

Discussion included whether this could be a village resident who was not on the committee. All agreed that it was inappropriate to ask anyone locally who holds a personal licence to undertake this role, principally because of the risk of compromising their licence and therefore livelihood. All also agreed that if a licence is needed for the village hall to host the range of events, then it should be paid for out of village hall funds. Although Simon had previously offered to undertake this role he stated that he was fully prepared to stand down if there was an alternative. All agreed that he should pursue this role and apply for a Personal Licence, apply to become the Designated Supervisor and apply for the amendments to the Film and music aspect of the Premises Licence.

Simon has received a clear DBS check.

The current Licence allows for the Music (live and recorded) and films to be shown only on Fri, Sat and Sunday evenings. Simon is to apply for an amendment to enable both music and films to be shown 7 days a week, daytime and evenings to allow DVH to have maximum flexibility.

**ACTION SIMON**

**9. Film Club**

- a. Michael and Simon have met with Liz Alun-Jones from Market Bosworth Festival Committee who has experience of the film club there. They had agreed to communicate between the 2 clubs to avoid duplicating films shown.
- b. All agreed that a Blanket Licence of approx £200 would be the better option rather than applying for a licence each time a film was shown. **ACTION MICHAEL**
- c. The committee would like to be able to use the Coffee Morning as a role model of how individuals outside of the committee can be involved in running a club at the hall.
- d. Michael to contact Inta-Sound about a DVD player.
- e. April 20<sup>th</sup> set as the Opening Night of the Film Club.

**10. Defibrillator**

- a. Sutton Cheney Parish Council clerk has advised DVHMC that the telephone box cannot be sold under a covenant held by BT. The PC clerk has requested a draft note from DVH outlining the management and responsibilities that DVHMC would undertake to enable a long term lease to be agreed with SCPC. **ACTION JOHN**

- b. Simon informed the committee that BT have agreed to pay the electricity to the phone box.

**11. Event Feedback**

- a. Quiz  
Michael was thanked for another excellent quiz. £600 was raised.

**12. Event Planning**

- a. **Opening Event.** Sat March 17<sup>th</sup> 10.30am to 12 noon.  
Kevin Morrell (HBBC) to officially open the hall at approx 11am.  
Martyn Fisher is to attend as official photographer.  
Ben hoping to get the border planted up in time.  
11 cakes offered by villagers.  
Approx 40 people have replied indicating they can attend. All of the village has had a flyer in addition to the individual invitations, as agreed at the last meeting.
- b. **Pudding Night** – Sat March 24<sup>th</sup> £7.50 per ticket.  
16 tickets sold so far. Simon to purchase the beer and John the wine.
- c. **Quiz Evening** – Saturday September 29<sup>th</sup>
- d. **Ukelele Evening** – Saturday October 6<sup>th</sup>
- e. **Fool's Gold** – a folk music duo from the North East. Suggested by John for a November evening. £65 plus travel expenses of approx £100

**13. AOB**

None

**14. Dates of next meetings:**

- a. Thursday May 10<sup>th</sup> 2018. AGM start 7pm. Committee meeting at 7.30pm.
- b. Thursday July 12<sup>th</sup> 2018 7pm

**15. The meeting closed** at 9.05pm

**These additional actions have been agreed via email in the week following DVHMC meeting.**

Film Club

a. Planned films and dates:

Friday April 20th: Sunshine on Leith - Certificate PG (MD has a copy so no additional cost)

Saturday 12th May: A Street Cat Named Bob - Certificate 12 (£6 to buy online)

Friday 15th June: Another Mother's Son - Certificate 12 (£6 to buy online)

- b. Put a note on the website about hiring AV equipment but nothing about film showing
- c. Advertise the entry as " Entry to hall and first glass of wine/soft drink/tea /coffee: £2.50"
- d. Advertise film to be shown at 7:30pm, doors open at 7:00pm.
- e. Buy a DVD recorder
- f. Call it "Screen on the Green." Logo shared.
- g. Set up an email account so interested members of the Film Club can receive email notification of films to be shown.