
Dadlington Village Hall Management Committee

MINUTES OF MEETING HELD 8th September 2016

Present:

Phil Kiteley (chair), Sam Johnson, Jacqui Morton (treasurer), Rachel Rees-Jones (secretary), Simon Rees-Jones, Diane Rowbotham, Steve Wright.

1. Apologies

Michael Dix, Sally-Ann Faulks, Keith Morton, John Whitehead, David Sandall (advisory Committee member only)

2. Minutes of meeting held on 14th July 2016

Accepted with no amendments

3. Issues arising from the minutes

Point 5c – moved to next meeting – John W to ask lottery participants if they mind being named in The Stoker.

4. Correspondence/Communications – Rachel

- a. Email for Michael Dix re website and bookings – see agenda item
- b. Email from Sally Ann re Cleaning – see agenda item.

5. Financial report – Jacqui

Current balance is £15792.95 at 07/09/2016

Simon queried what income is received monthly.

Jacqui informed that we have 2 Pilates classes and 1 art class a week. The other income since the last meeting has come from the Art and Craft Fair, a wedding booking and the Election booking.

6. The Village Hall development – Phil

Phil has asked Colin Burton for a recalculated quote taking into account the bifold doors and the repositioning of the exterior wall. Phil to chase this up. **ACTION PHIL**

An extra ordinary meeting will be called when the quote is received to finalise the decision.

All agreed we needed a guide start and finish dates so bookings can be organised.

7. Cleaning update

Phil reported that Pilates had complained about the state of the floor and he had asked Sally Ann to investigate.

Email from Sally Ann explained that the hall had been cleaned after the Art and Craft Fair and so it is thought that it had been left unswept after one of the classes.

Sally Ann also wants the cleaner to inform her when she has cleaned the hall so she can keep a check on times etc.

All felt that the hall is generally in a very clean state and that the cleaner seems to be doing a very good job.

Suggested that a sign is erected in the hall stating that all hires should leave the hall and kitchen clean.

Rachel to prepare a pdf and Steve offered to make a sign.

ACTION RACHEL AND STEVE

The time sheet is currently left in the kitchen drawer so Jacqui proposed that the cleaner ensures she informs Sally Ann after she has cleaned and that Sally Ann then lets Jacqui know how much is owed from the time sheet. All agreed this would improve efficiency. Sally Ann to speak to Katie to explain this

ACTION SALLY ANN.

8. Art and Craft Fair – Rachel

£650 raised. The fair had been very successful with stall holders asking us to repeat it.

The committee agreed to repeat it once the building work is finished. Next Christmas was suggested.

Note and a box of chocolates to be sent to Tracey Hood thanking her for her hard work booking the stall holders.

ACTION RACHEL

Simon reminded the committee that Tim Hood had paid for all the flyers and A4 posters. Steve had provided the large road side signs. Both were thanked.

9. Event Planning – all

a. January – Quiz

b. February – Valentines Dance

All other event planning to be held over until the start and finish date of the hall is finalised.

10. Bookings, Hiring and Charging

It was noted that on the Village Hall website it is possible to see personal information including telephone numbers and amount paid. Michael had said in his email that he can sort this by talking to John P.

It was agreed at the last meeting that Sam would take over bookings from John P.

Michael, Sam and John P to meet up to set up the new booking arrangements.

ACTION MICHAEL AND SAM TO ARRANGE

Sam to become a signatory on the bank account so she can check booking Payments.

ACTION JACQUI

Following much discussion, it was agreed that the Subcommittee would meet to discuss hiring charges ready to share with the rest of the committee.

Issues discussed included charges being competitive with other local halls, the benefit in calculating how much it costs to run the hall per hour, village events not subsidising external bookings, local villagers possibly having a lower rate.

11. Website – Michael via email

Feedback is welcome from the rest of the committee. The site is not evident on a Google search yet.

Steve volunteered to register it with Google as a live website.

ACTION MICHAEL & Steve

12. Projector

The projector Sam had could not be linked to laptops so it has been returned.

Rachel proposed buying a projector once the building work has been paid for. All agreed.

13. Sign

All looked at the letters Steve had brought. Agreed on acrylic stand-off locators with flat cut letters in brown (543). Quote to be obtained from Sign Wizard. **ACTION STEVE**

14. AOB

- a) Defibrillator. Funds being raised by Eddie Smallwood. John is also adding funds by donating from the talks he gives. Phil needs to know from John and Eddie what is needed on the extension to accommodate it.
- b) Eddie Smallwood has donated a large quantity of pint glasses from a PTA to the village hall.
- c) Friend of Alan Wareham has offered some crockery. It was decided that we would accept just the jugs.

15. Date of next meeting

November 3rd 2016. 7pm at the Village Hall

16. Agenda items for next meeting

- a. Hiring and bookings
- b. Sign

Meeting closed at 9.00pm.