
Dadlington Village Hall Management Committee

MINUTES of meeting held 12th September 2019

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

1. Apologies - Ben Sockett, Sarah Roberts

2. Minutes of meeting held on July 11th 2019

Agree and accepted as a true and correct record

3. Issues arising from the minutes

8 – DVHMC Trust deed has been completed and circulated

4. Correspondence

- a. Sarah Roberts has resigned as the DVHMC representative for SCPC due to her home relocation.
- b. Email from Councillor Linda Mayne regarding the proposed appointment of a Handyman for SCPC. Councillor Mayne was seeking views from Dadlington residents. A full discussion was held regarding each point of potential work to be assigned to a handyman. The Committee unanimously agreed that on every point there was either a satisfactory contract in place already or it was a task carried out by volunteers. It was agreed that the appointment of a handy man was considered to be poor value for money and the views were to be relayed back to Councillor Mayne. As there was no representative from SCPC at the meeting this would be via a letter. **ACTION RACHEL**
The next SCPC meeting is on Wednesday 9th October at Dadlington Village Hall where this will be an agenda item.

5. Finance -Diane

- a. Current account £12181.08 Defib account £221.32 as at 12/09/2019.
- b. The ongoing annual cost of running the hall is approximately £4500. This does not include any funds for additional repairs or development. The total cost from the current hirers is £4800.
- c. Electricity – Currently the cost is 40p per day standing charge and 15.1p per unit. (SSE)
Diane has changed suppliers to BULB and the new charges are 27.5p per day standing charge and 12.8p per unit.
- d. Insurance – A new form has to be completed ready for reinsurance by November 10th 2019.

ACTION SIMON AND DIANE

Diane was thanked.

6. Bookings

Spreadsheet shared by Sam prior to the meeting.

- a. Moo Music is adding an additional hour per week to their booking. Now 3 hours per week.
- b. Line Dancing is to continue on a Tuesday afternoon.
- c. Willow Weaving company has made a booking for a number of events throughout the year. Their advertising pdf to go on the website and the village Facebook page. **ACTION MICHAEL & SIMON**
- d. There has been a noise problem with a couple of afternoon weekend parties. Agreed to add a caution about this on the email to party hirers. **ACTION SAM**
- e. Agreed to investigate the cost of tower coolers or to update the wall heaters so that cool air can be circulated so windows do not need to be opened. **ACTION PHIL & SIMON**

- f. To revisit the pricing structure at the AGM in May 2020.

7. The Village Hall development

- a. Floor treatment has been completed (biennial). Cost £367.
- b. A crack on the pillar to be repaired by Alan and Phil. **ACTION PHIL**
- c. Dado rail to be fixed to extension walls. **ACTION PHIL**
- d. Obtain quote to emulsion of walls up to dado rail and the storage cupboards. **ACTION JOHN & PHIL**
- e. Key safe has been fitted. As the double doors have been a problem on occasions to lock it was agreed that only the back door key would go in the safe for hirers and the double door be unlocked and locked again from the inside. To be used from the end of September to allow Sam to contact and inform all hirers. Letter to be sent to John and Carolyn Patullo thanking them for housing the key for so many years. **ACTION RACHEL & SAM**
- f. Motion sensor light to be fitted to illuminate the key safe and back door. **ACTION SIMON**
- g. Risk Assessment has been completed and is displayed.
- h. Double door steps – Michael offered to pressure wash them. They will then need the front repainting as part of the Risk Assessment notifications. **ACTION MICHAEL**
- i. Disabled access sign for the double doors to indicate the easy access route into the hall. **ACTION RACHEL**

8. Lottery - John

48 members. 1 fewer than 2018. 3 currently unpaid.

9. Licence update - Simon

Competence booklet needs to be completed again by all members of DVHMC. Simon to start the process and members to sign once they have completed it and pass it on to another member asap. **ACTION ALL**

10. Screen on the Green

- a. No Thursday matinee showings anymore as they were not well attended.
- b. 2 children films to be run by Aimee and Tanya during the autumn.

11. The BT Phone Box / Defibrillator

One of the internal lights has failed. Pete Scott has volunteered to replace it.

12. Coffee Morning - Glenis

- a. Continues to be a success. It is a non-profit making event and all money raised, above costs, is donated to charity. Currently £970 has been donated to various charities. Thursday October 3rd is raising funds for Macmillan.

13. Event feedback

No events have been held since the last meeting.

14. Event Planning

- a. Quiz – Saturday November 16th
Sam to sell tickets.
Advertise in Stoker and Facebook **ACTION MICHAEL & SIMON**
£8.50 PER PERSON. Doors open at 7pm. Food at 7.30pm. Quiz starts at 8.15pm. Teams of 6-8 max.
Chilli and Rice plus a quorn chilli option. Apple pie and ice cream.
1st prize – Selection boxes (Glenis). Booby prize (Simon)
- b. Light Switch on – Friday December 6th
Decorate the tree on Wednesday Dec 4th

Mince pies and mulled wine
Simon and Rachel to bring the plunger
Advertise in Stoker and Facebook

ACTION MICHAEL & SIMON

- c. Race Night – in the Spring
Forward to the next meeting

15. Neighbourhood Plan – John

Monthly meetings are now held. Waiting for designation from HBBC due September 27th.
All parishioners have been notified on a 1:1 basis; 117 houses split between 14 volunteers.
Once designation is received a grant can be applied for to appoint a consultant who can assist in the process.
It is expected to cost approx. £8000.
Next meeting is on Monday September 16th.

16. Any other business

- a. Cleaner – Harvey has finished. He has been sent a card & a £25 voucher. Ryan has started as his replacement. Cleaning from 9.45 – 10.45 am on every Sunday. This time slot is to be protected from bookings to enable cleaning to take place. To be added to website. **ACTION MICHAEL & SAM**
New mop and bucket have been bought
- b. Notice to be put up on notice board asking for any volunteers to be on the committee. Also, to advertise in The Stoker. **ACTION MICHAEL & RACHEL**

17. Dates of next meeting

Thursday November 14th 7pm start

18. Agenda items for the next meeting.

- a. Light Switch on
- b. Race Night

The meeting closed at 8.55pm