
Dadlington Village Hall Management Committee

MINUTES of meeting held 14th November 2019

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

1. Apologies - Ben Sockett, , Sam Johnson, Julia Jarvis

2. SCPC nomination as representative on the committee

Julia Jarvis has been nominated by SCPC. The committee agreed to this.

3. Minutes of meetings held on September 12th

4. & October 8th 2019

Agree and accepted as true and correct records with no amendments

5. Issues arising from both sets of minutes

None

6. Correspondence

Letter from Chair of Sutton Cheney Parish Council in response to the letter sent by DVHMC following the extraordinary meeting on October 8th 2019.

The reply from DVHMC to the above letter had been circulated to all members of the committee for approval, prior to being sent to the Chair. In this is was reiterated that the conditions of hire had been broken and that SCPC may hire the hall from 7.45pm on Wednesdays as originally stated.

The committee agreed that they were disappointed in the response of the Chair of SCPC.

7. Finance -Diane

a. Current account £14053.78 Defib account £221.40 as at 14/11/2019.

b. Agenda Item in January 2020 to review the annual accounts to 31/10/19.

c. Electricity – New contract is with BULB – a green electricity company. Diane to ask for use of a logo on the website and a sticker to put up in the hall

ACTION DIANE

d. Insurance - renewed with Zurich for £356 pa. Members of the committee are insured for any accidents as they are regarded as employees rather than members of the public.

e. Fire extinguishers annual check has been completed.

Diane was thanked.

8. Bookings

Spreadsheet shared by Sam prior to the meeting.

a. 2 recent cancellations by hirers for public events, due to lack of interest.

b. To support public events, Sam to ask hirers of such occasions to contact Michael for insertion in The Stoker and Simon for posting on Facebook.

ACTION SAM

c. Glenis has created checklist for hirers to complete at the end of their booking as there are too many occasions when lights are left on, chairs not stacked, floor not swept and the fridge on. All agreed to trialling it to see if there are improvements. A note to be put on the final email (with the door code) referring to the hirer completing the checklist. A reference also to be put on the website.

ACTION GLENIS, MICHAEL AND SAM

9. The Village Hall development

- a. Decorating - 2 quotes received:
 - i. £450 nil VAT to be completed in February 2020
 - ii. £334 nil VAT to be completed in January.

All agreed to use Paul Howard at £334 and request the first week in January to minimise the disruption to regular hirers. Phil and John were thanked for their research.

- b. Electrical work required
 - i. Car park light not working
 - ii. Consumer unit requires annual check
 - iii. Repairs to intermittent lights in the extension.
Luke has been asked to quote for the work.
- c. Tower heaters / coolers to be discussed at the next meeting **ACTION SIMON & PHIL**
- d. Alan Wareham has been thanked for completing the internal repairs to the hall and has been given a gift as thanks.

10. Lottery - John

48 members.
Triple roll over last month.
The Christmas lottery will be £170.

11. Licence update - Simon

Book with Ben. This needs completing and then returning to Simon. **ACTION BEN**
Simon thanked everyone who runs the bar as they are doing it to a very high standard.

12. Screen on the Green

- a. Averaging mid 50s attendance – a very successful term.
- b. Next meeting is 26/11/19 to set the programme for spring and summer 2020.

13. The BT Phone Box / Defibrillator

Pete Scott has replaced the bulb with no charge.
The door may need attention – John to speak to Tim Hood **ACTION JOHN**

14. Coffee Morning - Glenis

- a. £390 donated to MacMillan charity, £40 to Children in Need

15. Event feedback

No events have been held since the last meeting.

16. Event Planning

- a. Quiz – Saturday November 16th
To meet at 5.30pm on Friday to set up.
To include a heads/tails games for a bottle of Prosecco whilst Michael finalises the scores.
- 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 Facebook **ACTION SIMON**

Flyer to be distributed to every house in Dadlington
Words to carols to be put on the screen

ACTION RACHEL

ACTION RACHEL

- c. Winer Tasting Evening – April 4th 2020
£10 per ticket
7 tastings
Ploughman's supper

ACTION JOHN

- d. May 16th 2020 – Quiz

- e. Race Night – in the autumn

17. Neighbourhood Plan – John

Meeting on Monday 18th Nov.

18 volunteers

Designation has been received

Consultant appointed and grant now to be applied for

18. Any other business

None

19. Dates of next meeting

Thursday Jan 9th

20. Agenda items for the next meeting.

- a. Coolers
- b. Annual accounts

The meeting closed at 8.54pm