
Dadlington Village Hall Management Committee

MINUTES of meeting held 9th November 2017

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

Absent: Michael Dix, Steve Wright

1. Apologies - Michael Dix

2. Minutes of meeting held on Sept 21ST 2017

Agree and accepted with a minor amendment. 7c – Coffee morning charge is £1 for tea/coffee and a cake.

3. Issues arising from the minutes – None

4. Correspondence/Communications

- a. Request from Adele (yoga) for 2 bookings per week in the Village Hall – see Bookings
- b. Letter has been sent to The Garden Society thanking them for their donation. Phil Burgess presented the cheque to Phil Kiteley.

5. Financial report presented by Diane.

- a. Current account - £9724.41 Savings account - £1500.51
2 cheques yet to be presented amounting to £460.71
- b. Building development break down shared showing £27363.07 paid to date
Phase 1(Jan 2016) £11250, Phase 2 part 1 (March 2107) £13920, Final invoice £10300 +VAT for Phase 2 part 2.
- c. HBBC grant can now be requested with invoices for money paid **ACTION DIANE**
- d. Floor resurface will cost approx. £1080 +VAT – Booked to be done 14/15/16th Nov
- e. Quotes obtained for new heaters. As these are not a direct comparison Phil to ask Phil Sewell for a further quote. Agreed that Simon and Phil can make the final decision once both quotes received. Agreed to install timed panel heaters.
- f. Diane was thanked.

6. Bookings – Spreadsheet shared by Sam

- a. Ad hoc bookings through the website is working very well
- b. Adele wishes to book for Yoga classes on a regular basis. Sam to offer Mondays 8 – 9pm and Wednesdays 6.30 – 7.30pm. **ACTION SAM**
- c. Enquiry received from Moo Music (different franchisee) which has not been followed up by them.
- d. Request that the church organisers can inform Sam of their regular bookings so she can ensure the hall is free. **ACTION JOHN**
- e. Zumba class organisers have requested that they have the dates of DVHMC meetings a couple of months ahead as it impacts on the classes. **ACTION SAM**

- f. Phil and Glenis are starting a Dance evening on the 1st Saturday monthly.
- g. Agreed that a note is put onto the website stating *that "If a booking is cancelled within 48 hours of the event, full payment is required."* **ACTION MICHAEL**

7. Update on Village Lottery – John

- a. 55 tickets now sold
- b. Double prize in December £170
- c. John will continue to publicise in The Stoker

8. Lottery Bid – Michael – (report received)

- a. Michael to arrange for installation of the blinds in December (Shadewell Blinds)
- b. To purchase the chairs it requires £600 from DVH funds. The committee agreed to this.
- c. Michael to liaise with IntaSound to install the audio visual system
- d. Michael has informed The Stoker and has written to Ivan Ould and David Tredinnick to inform them. The National Lottery will publish our grant details on their website at the start of December.
- e. Michael requested a committee member to work with him on researching a Film Club. Simon volunteered to do this and will contact Michael. **ACTION MICHAEL & SIMON**

9. The Village Hall development

- a. Decorating party had been successful – the interior of the hall is now fully decorated
- b. Heating – see 5.e
- c. Garden Society donation of £400. Agreed to use this to buy and fit Baby Changing facilities. To investigate costs including professional fitting **ACTION SIMON**
- d. The following To Do list was agreed:
 - i. Flooring
 - ii. Heating
 - iii. Store Room floor
 - iv. Audio visual system for Film Club etc
 - v. Seating and blinds
 - vi. Baby Changing facility
 - vii. Painting of upper storage cupboards
 - viii. Screen to kitchen service hatch
 - ix. Pelmet on QE bar
 - x. Anchor points for marquee
 - xi. External sign for hall
 - xii. Microwave
- e. Agreed that all committee members needed to be taught how to open the bi-fold doors safely. They are not to be opened by hirers in case of damage. All committee members to have a key to these doors. **ACTION PHIL**
- f. A key to the side door to be held in the church **ACTION PHIL**

10. Event feedback

- a. Coffee mornings

To request a donation of £5 in the summer and £10 in the winter to cover basic hall costs. This will still maintain the Coffee morning as a Community event. Rachel to inform the Coffee morning committee at the next meeting **ACTION RACHEL**

- b. Quiz : A very successful evening. Excellent food and quiz. £401.11 PROFIT. Raffle money was donated to the Defibrillator fund raising account.

11. Event Planning

- a. Light Switch on – Friday Dec 1st
- i. To be publicised in The Stoker. Flyer round the village asking for baubles to be brought to decorate the tree. **ACTION RACHEL**
 - ii. Agreed to order an artificial tree which can be brought indoors after the Light Switch on. If placed by the bifold doors it will be seen from The Green. **ACTION SALLY ANN**
 - iii. Mulled wine and mince pies £2
 - iv. 5.30pm for 6pm start
- b. Opening event
To be arranged in the new year. Possibly held at one of the Coffee mornings.
- c. Film Club
See 8.e
- d. Pudding Night
Saturday March 24th
Organised by John and Jill Whitehead
Puddings to be contributed
- e. Quiz
February 3rd. Michael has offered to write the quiz again.
Sally Ann to organise ticket selling.
- f. Ukelele music evening
To offer Saturday April 21st to Martyn Fisher. **ACTION RACHEL**
- g. Dance Evening
Saturday December 2nd, arranged by Phil and Glenis

12. Defibrillator – John

£1800 has been raised by John and Eddie Smallwood. They are aiming for £2000. The Parish Council own the telephone box. It is an agenda item at their next meeting in January for this to be used for the Defibrillator. John asked the committee if the management of the defibrillator could be carried out by DVHMC as it s a village asset. All agreed. Suggested that a separate bank account is set up to manage this and keep funds distinct from village hall general funds. All agreed, with the same signatories to be held.

ACTION DIANE

13. Any other business

- a. John informed the committee that Denis Cash had requested that the large amount of historical records on Stoke Golding and Dadlington could be held in the village hall. As there is not enough room John proposed that he ask the church if it could be stored at St James’.

14. Dates of next meetings:

- a. Thursday January 11th 2018
- b. Thursday March 8th 2018
- c. Thursday May 10th 2018
- d. Thursday July 12th 2018

15. **The meeting closed** at 9.35pm