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## *Dadlington Village Hall Management Committee*

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### **MINUTES OF MEETING HELD      September 6<sup>th</sup> 2018**

**Present:**

Phil Kiteley (chair), Sam Johnson, Michael Dix, Sally-Ann Faulks, Rachel Rees-Jones (secretary), Simon Rees-Jones, Ben Sockett, John Whitehead, Sarah Roberts,

**1. Apologies**

Diane Rowbotham

**2. Minutes of meeting held on 7<sup>th</sup> July 2018**

Accepted with 1 amendment – Sam Johnson was present at the meeting.

**3. Issues arising from the minutes**

7d Key Safe purchased. To be installed in the kitchen

**ACTION SALLY ANN**

7f Insurance excess is £100

11 Notice board. Tim Hood is willing to erect one on the hall exterior wall.

**ACTION JOHN**

14 The face book has been changed to *Dadlington Village*

14b A village Whatsap group has been set up by Aimee and Tania. To be extended to include other villagers. Tania's email address to be circulated to the committee.

**ACTION BEN**

17 Phil and Simon to make the parking notice more permanent on The Green

**ACTION PHIL / SIMON**

**4. Sutton Cheney Parish Council nomination**

Sarah Roberts has been nominated by SCPC to be a member of DVH.

Proposed – John. Seconded – Phil. Sarah was accepted onto the committee.

**5. Correspondence / Communication**

a. Phil wrote to SCPS chair and clerk on July 27<sup>th</sup> 2018 suggesting a compromise for the start times of their meetings as there is a regular weekly booking, which is entitled to use the hall until 7.30pm. He has as yet, not received a reply. Sarah informed the committee that it is an agenda item at the next meeting. DVH committee offered to move their meetings to 1<sup>st</sup> Thursday if that would help the situation.

b. Michael Dix – all records relating to the Lottery grant need to be kept for 7 years. An electronic file to be set up on the Secretary's DVH folder.

**ACTION DIANE AND RACHEL**

**6. Financial report**

Detailed report distributed prior to the meeting.

C/A £9090.86 Defib £465.83

Hall hire and Lottery amount to £6917 annually which was regarded as excellent

**7. Bookings**

- a. A Didi rugby group has requested the hall on Saturday morning. Agreed to not engage with this and to continue with the policy of no regular bookings at weekend so that village events can take place.
- b. 2 bookings enquiries have come to DVH email account rather than bookings via the website. To be checked and a test completed. **ACTION MICHAEL**
- c. Parking on The Green. All hirers now informed as part of the conditions that there is to be no parking on The Green. Letter to be sent to SCPC informing them of this to support them in their efforts to reduce inappropriate parking. **ACTION PHIL AND RACHEL**

**8. Insurance of hall**

Diane had reported via email that she has been in touch with the new providers and that the insurance renewal documents should be received during September. DVH currently has a 5 year contract up to 2020.

**9. The Village Hall development**

- a. Shed – To enquire of Future Fencing about cost of a purpose-built storage shed next to the side door. Local residents to be informed. **ACTION PHIL AND SIMON**
- b. Outer door  
3 estimates received:  
£1430 + VAT (upvc door) W Oswald  
£2050 inc VAT. (composite) Colin Burton  
£3295 inc VAT (composite) Right Windows  
To contact W Oswald for a price for a composite door. DVHMC agreed for Phil and Ben to then make the decision on their behalf and order. **ACTION PHIL AND BEN**
- c. Notice board  
See above (Item 3)
- d. Other issues  
The aerial on the AV system has been damaged. To be repaired. **ACTION PHIL**  
Sign to be put on the AV cabinet - **Do not Move** **ACTION MICHAEL**  
Water switch has been moved to the kitchen  
Folder to be set up for hirers with all relevant information. **ACTION SIMON AND SAM**  
External power socket in kitchen to be labelled

**10. BT phone box & Defibrillator**

Chris (Electrician) to fit the defibrillator within the next 10 days.  
Letter of thanks to be written to Tim Hood **ACTION RACHEL**  
Training to follow (to include Dog and Hedgehog and Ambion Court Hotel) **ACTION JOHN**  
Promotion to go in The Stoker **ACTION MICHAEL**

**11. Maintenance of garden**

There has been some heat and sun damage over the summer and some plants have been removed. To be replanted, Ben to arrange but others will help. £40 donated from Coffee Club.  
A rota to be set up to maintain the garden **ACTION BEN**

- 12. The Lottery**  
48 members.  
Flyer to be included in the village Welcome Pack (organised by The Stoker team.)  
John suggested a social gathering of all new residents in the winter. **ACTION JOHN**
- 13. Speeding in the village**  
A meeting has been arranged by SCPC on Wednesday September 13<sup>th</sup>
- 14. Event feedback**  
Coffee Club continues to thrive. At their last meeting they agreed to increase their charge to £15 for the winter months to help cover the heating. The group is very grateful for the support of DVH in setting up and maintaining this event.  
The October meeting is to raise funds for MacMillan Cancer Services. It was agreed to waive the normal £10 charge.
- 15. Future events**
- a Film Club.**  
All DVDs ordered. Once shown they are to be put on the Book Swap shelf.
- b Ukulele and Choir concert – Oct 6<sup>th</sup>**  
Ruth Fisher is selling tickets.  
Bar to be run by Simon, John and Alan White  
Rachel and Jane White to organise the food. (light refreshments)
- c Quiz evening – Oct 20<sup>th</sup>**  
29 tickets sold to date. Max 64.  
8 max per table  
Sausages, mash, peas and gravy. To be ordered from Linda Gosling **ACTION RACHEL**  
Purchased puddings  
Caterers – Rachel, Glenis, Sally Ann, Sam, Diane.  
Bar – Simon and Phil and John Faulks
- d Christmas Light switch on**  
Friday Dec 7<sup>th</sup> 6.30pm
- 16. AOB**  
Carol Service is Dec 21<sup>st</sup> at St James'
- 17. Date of next meeting**  
Thursday November 1<sup>st</sup> 2018
- 18. Agenda items for next meeting**
- a** SCPC report – Sarah  
**b** Defibrillator training – John

Meeting closed at 8.59pm

Charity Registration Number: 702918

