
Dadlington Village Hall Management Committee

MINUTES of meeting held 7th July 2018

Present: Phil Kiteley (chair), Sally-Ann Faulks, Rachel Rees-Jones (secretary), Simon Rees-Jones, Diane Rowbotham (treasurer), Ben Sockett, John Whitehead.

Absent:

1. **Apologies** - Michael Dix

2. **Minutes of meeting** held on May 11th 2018

Agree and accepted as a true and correct record

3. **Issues arising from the minutes**

13 – All have completed the Premises Licence training except for Phil who will do it in the next week. Simon reiterated that there must always be a member of the DVHMC present on the bar if it is a paid bar. Alcohol always to be purchased through DVH bank account.

4. **Sutton Cheney Parish Council**

Simon has resigned from SCPC. He has offered to SCPC to continue as their representative on DVHMC which is to be discussed at their next meeting (July). Agreed to write to the Clerk asking to be informed of their nomination in time for our September meeting.

ACTION RACHEL

5. **Correspondence/Communications - Rachel**

- a. Letter from Hinckley Homeless group thanking us for the donation of £110 from a Film Club evening.
- b. Premise Licence received.

6. **Financial report - Diane.**

Expenditure £22168.65 (including £19731.48 Extension payment)

Closing balances at 6th July 2018 Current account £8696.24 Defib account £485 approx

There are no immediate payments expected.

Ben and Aimee offered to donate all the plants for the garden. They were thanked for their great generosity.

7. **Bookings**

Spreadsheet shared by Sam prior to the meeting.

- a. Snapdragon event in August. Sam to invoice HBBC for the hire cost of the hall for the full day.
- b. Request from another children's music group but there are no available mornings.
- c. SCPC have been entering the hall before the 15 minutes closing time for their Parish Council meeting and starting to set up the hall. SCPC have been emailed asking them to respect the 15mins and not to enter before 7.30pm. They have informed DVHMC they will discuss a start time of 7.45 at their next meeting (July).
- d. Phil opened a discussion about the need for a member of DVHMC to be present if hirers want the bifold doors open and consequently closed.

John suggested a small safe attached to the wall with the key in it and hirers are given the code by Sam if they request it. **ACTION SALLY ANN**

- e. A note it to be added onto the Booking Contract informing hirers that they are responsible for the first £100 if any damage occurs, including the bifold doors. **ACTION SAM**
- f. To check the excess of on our insurance policy. **ACTION DIANE**

8. General Data Protection Regulations (GDPR)

After discussion it was agreed that:

- a. All hirers will be asked if they wish their details to be removed from our database following the hiring date. To add a note regarding this option on the signature for Bookings email. **ACTION SAM**

9. The Village Hall development

- a. Phil has asked Colin and Right Windows for a quote for the double doors. Ben has contacted another builder. The committee agreed for Phil and Ben to work together on arranging this with a limit of £2000 without further reference to DVHMC. Door to have be composite material with a transom light and no glazing to the doors. It is the primary Fire Door. **ACTION PHIL AND BEN**
- b. Coffee Morning group have requested that the hot water switch is moved to be situated inside the kitchen. This will avoid it being inadvertently left on. The committee agreed to contact Chris (Electrician.) **ACTION SALLY ANN**
- c. Working group to be set up in September to paint the cupboards.
- d. Snagging still needs to be completed. Colin to be chased. **ACTION PHIL**
- e. Re outside storage for the plastic chairs – they are now stored in Phil and Glenis' garage as the storage units Simon and Phil looked at were not of a high enough quality. Discussed the possibility of erecting a shed in Spring 2019.

10. Burglar Alarm

Simon obtained a quote for £545 inc VAT and fitting with 4 motion detectors.

John started a discussion around the fairness of a burglar alarm on DVH neighbours if it went off inadvertently. There is also a possibility of hirers not deactivating and activating it correctly. This could have insurance impact. It was agreed not to install an alarm, but to check that insurance cover includes A/V equipment. **ACTION DIANE**

11. Sign and Notice Board

Tracey and Tim Hood have offered to oversee installing an enclosed notice board on the DVH wall. After a walk round the hall by the committee to survey possibilities, it was a greed that the LHS of the bifold doors would be the best location. Tracey to be contacted. Approx 1.25m x 0.9m **ACTION RACHEL**

12. The BT phone Box and Defibrillator -John

- a. The phone box has been superbly upgraded by Tim Hood.
- b. Defib on order and paid for - £1554 – in a stainless steel box
- c. To contact Chris (Electricial) re fitting. **ACTION SALLY ANN**
- d. Training then to be set up and all villagers made aware of its presence. **ACTION JOHN**

13. Lottery – John

46 members currently

Suggested that attendees at the Coffee Mornings and Film Clubs are aware of the lottery and its benefits to maintaining the hall. **ACION JOHN**

14. Social Media

- a. Facebook page.
Currently 50 members and Simon is now the administrator. Simon suggested that the *Dadlington Village Hall* Facebook page becomes the *Dadlington Village* Facebook page. This broadens it to include all aspects of Dadlington village life. All agreed. **ACTION SIMON**
- b. Ben suggested a Village Whatsapp group to assist in villagers knowing issues e.g. break ins etc. All agreed for Ben to speak to Aimee about it. **ACTION BEN**
- c. Any update on the Website moved to the next meeting.

15. Event feedback

- a. Film Club
Great success. Surpassed expectations. Attendance between 40 and 64.
- b. Ambion Voices concert.
Very positive community event. £220 taken on the bar so no charge made to Ambion Voices.

All agreed that alcohol sales should be tracked as a separate cost centre for accounting purposes.

16. Event Planning

- a. Film Club
Autumn programme set up which includes 4 evenings films, 2 matinees for adults (at alternate Thursday mornings to the Coffee Mornings) and 2 Saturday afternoon children's film sessions (run by Tanya and Aimee.)
- b. Quiz – Sept 15th
 - i. All tickets to be paid 1 week prior
 - ii. Sally Ann will organise sales
 - iii. £9 per ticket
 - iv. Sausage, mash and peas
 - v. As only Sally Ann, Diane, Michael and Ben are available it was questioned about postponing it until October. To contact Michael. **ACTION RACHEL**
- c. Ukulele and Choir music evening
Booked for Oct 6th 2018
Nibbles and bar
£2 for light buffet

17. Any other business

- a. Phil - asked for a note to be made in The Booking Conditions that hirers must not park on The Green. **ACTION SAM**
Simon to erect a notice when the ground is softer. **ACTION SIMON**

18. Dates of next meetings: All meetings start at 7pm unless otherwise informed.

September 13th November 8th January 10th March 14th May 9th – Plus AGM July 11th.

19. Agenda items for the next meeting.

- a. Speeding in the village
- b. Defib training
- c. Insurance policy ready for change of providers
- d. Notice board

The meeting closed at 9.20pm