

MINUTES OF VILLAGE HALL COMMITTEE MEETING HELD ON WEDNESDAY 28 FEBRUARY 2018

PRESENT: Chrissie Atwell (Chairperson)
Julie Davies (Bookings Co-ordinator)
Moe Netting (Secretary)
Phil Davies (Caretaker)
David Darts (Gardening Club)
Mick Netting
Eileen Sims (Treasurer)

1 APOLOGIES: There were no apologies.

CA welcomed everyone to the meeting in particular Eileen Sims the new Treasurer.

2 MINUTES

Everyone had received a copy of the Minutes and these were agreed.

3 INDIVIDUAL REPORTS

Owing to time constraints it was agreed to return to these at a later date.

4 TREASURER'S UPDATE

a) Welcome again to Eileen

CA welcomed ES again to the Village Hall Committee. CA informed the Committee that it seemed that there had been some concern that the Village Hall accounts were not as transparent as they might be and that proper audits had not always occurred at the appropriate time. DD had given CA the name of a previous Eaton Bishop Village Hall auditor, Clive Rowan from Kingstone, who had worked, previously, as the Practice Manager for a local GP surgery. After some discussion with CA, Clive had agreed to audit the accounts but only on the understanding that the books were up to date and with a clear paper-trail that would be easy to follow. A meeting had been held between CA, JD and ES on the best way forward in dealing with payments etc. and an Invoice system had been agreed. Nearly all hirers of the hall, who had been issued already with invoices, were either fully in favour of or, did not object to their use. The Committee agreed that invoices are an important part of providing a paper trail. DD asked how, exactly, this would work and ES explained the procedure to him. DD agreed to provide ES with a list of the Gardening Club's meetings in the hall in order for her to raise quarterly invoices for payment.

ACTION - DD

b) Mandate Update

ES had been into the bank and been advised to ask CA to proceed with an online application, all paperwork had been completed and sent off and we were now waiting on the bank.

c) Systematic invoicing

This had already been agreed. (a)

d) Job Description Amendment

The Bookings Co-ordinator job description had been amended to include liaison with the Treasurer.

e) Job Description – Treasurer

A generic Treasurer job description had been downloaded from the Community First website and ES would look at this and amend as necessary to fit her role.

ACTION - ES

f) Financial Concerns

- (i) Liaison with regular users - CA had been in touch with regular users of the hall to let them know what was going on with regard to the invoice procedure.
- (ii) Hire Agreement amendment re - additional heating appliances – it had been previously agreed by the Committee that any user of the hall who wished to bring in additional heating appliances would need to clear it with them first. Each request would be looked at individually. There was already a regular user using additional heaters and the Hire Agreement, for this hirer, had now been amended to allow for the inclusion of additional payments for this. ES queried the insurance implications of allowing this. CA pointed out that it had been agreed with the user that her appliances would be PAT tested along with the other kitchen appliances which were due to be tested. CA had spoken to a qualified electrician and arrangements were being made for him to quote for this work.
- (iii) Electric Meter Monitoring – CA explained that the tariff for the wall heaters had previously been amended by RR as the money collected in the meter had not been sufficient to cover the actual cost of energy used. The tariff had subsequently been lowered and PD was keeping an eye on usage. PD asked MDN for assistance on how to read the meters correctly.

ACTION PD AND MDN

- (iv) CA had recently received calls from companies offering to source a cheaper tariff for the electricity. It raised the question as to whether we could find a cheaper provider ourselves and CA would investigate.

ACTION - CA

5 FARMERS MARKET

There had been a good turnout for the February Market.

- (a) Old Stalls, update - The question arose on what action, if any, should be taken for stallholders who did not turn up and who had not given us notice. It was suggested that if they did not give us adequate notice of a 'no show' then, on their return, they should be charged for the table that they had left vacant. This is to be considered by the committee and agreed, or not, at next meeting.
- (b) New Stalls – Seed Swop - DD provided some seeds from the Gardening Club with hopefully more to follow. It was confirmed that the 'Pork Lady' would be coming again. A new stallholder, 'ArtAvon', selling French confectionary and gifts would be coming in March.
- (c) Advertising Update – GV Wye Magazine and County Post - CA had spoken to them but, unfortunately, we had missed the deadline. The Market could be included free of charge in a list of other activities in the neighbourhood but if we wanted something specific it would cost a minimum of £25 for 1/8th page. It was agreed that we needed someone who could look after: advertising; Facebook, the website etc. CA would look into this.

ACTION - CA

- (d) Concerns had been raised that some villagers were selling items at the market without purchasing a stall. A discussion followed on the best way forward with this. To be reviewed at next meeting.

7 MEETING WITH MARY KIMBER

- (a) **Catering Supplies** – MK had been very helpful in advising about suppliers.
- (b) **Fundraising Approaches**
 - (i) It was agreed that we needed to carry out more surveys to ascertain exactly what the villagers wanted from the Village Hall. Additionally, CA supported MK's suggestion that fundraising could be more successful if villagers are made aware of that which, specifically, they are being asked to raise funds, e.g. Village Hall cladding; more efficient heating and/or lighting etc...
 - (ii) A discussion was held regarding 'not for profit' activities/events and everyone agreed that both were not always just for fund raising but for providing a service for the village and we should put on some events free of charge. The fun day in May would be such an event as well as the monthly walks.
 - (iii) It was agreed that if we wanted to put on more events we would need to recruit more people to help.
- (c) **Involvement – TeamEB and VHMC**
 - (i) Whalebone - CA thanked everyone who had delivered flyers for this event. Team EB had agreed to provide some nibbles and Tyrells had agreed to send some crisps. LC would lend tea-lights for each table.

- (ii) Curry and Quiz Night – It was agreed to have another meeting nearer the time to discuss this.
- (iii) PC's APM – It was agreed to discuss this at a later date.

8 WHALEBONE

(a) **Ticket Sales** - A total of 61 tickets had now been sold.

(b) **Agree**

- (i) MN agreed to do the raffle and CA asked the Committee if they could provide any unwanted Christmas gifts as raffle prizes. MDN would check to see if there were any gifts left over from the January village table. CA had approached Tesco to see if they could help with 'nibbles' or raffle prizes. They'd agreed to consider this upon receipt of an official written request. CA would write the request and JD would call in to Tesco with the it.

ACTION MDN, CA and JD

- (ii) Nibbles – JD would purchase some more nibbles to the value of £20. The question of peanut allergy was raised by ES and it was agreed to purchase alternatives.

ACTION JD

- (iii) It was decided that, on the evening, JD and CA would meet and greet people whilst checking tickets and collecting money at the door. They would mention the raffle table, which would be set-up for viewing, and where MN would promote raffle ticket sales.

- (iv) CA informed the meeting that Whalebone normally liked to arrive mid afternoon and to have an input on how the tables were positioned. PD and MDN offered to help with the setting up the room.

ACTION CA, PD and MDN

9 WALK AND COFFEE MORNING

MDN explained to the Committee what the walk involved and would send a map and brief description of the walk to CA to include on the Village Hall website. Mary Stephenson had agreed to come along on the walk to share her knowledge of the local flora and fauna. MN gave a brief outline of her meeting with Denis Downey, the Herefordshire Co-ordinator for the Walking for Health initiative. CA had approached the footpath officer, Eleanor Christopher, to come along too but, sadly, she was already too heavily committed.

ACTION MDN

12 AOB

CA shared with the Committee a letter that TeamEB had received from a parishioner. This person put forward the idea of concentrating fundraising efforts on the church, to update its facilities and to use it as a venue for all village events thus doing away with the need for the Village Hall, which could then be sold with the proceeds used towards the upkeep of the church. Whilst everyone agreed that it would be very sad if the church could not continue to

operate it was felt that the Village Hall provided a service to the whole community and that church facilities, even when improved, may not be able to offer exactly the same services as the village hall. It was suggested that a survey, or referendum (as had been done for NDP) should be carried out to ascertain what the local community wanted.

ACTION ALL

PD informed the Committee that he had been in discussion with Initial regarding the towel holders in the toilets. CA asked ES to contact Initial to inform them of the change to address for correspondence. At this stage, with mandate pending, CA would deal with the bank who, despite repeated requests, were still sending correspondence to RR.

ACTION ES, CA

PD queried how often the black bin at the front of the Hall was emptied, it seems that this is an irregular event and probably will need following up with the council. He had recently emptied it himself.

ACTION PD

CA had been approached by a member of the community who was keen to help on the Committee but was unable to attend meetings on a Wednesday. It was agreed to change the meeting day to Thursday in order to accommodate her.

DATE OF THE NEXT MEETING

This was agreed for Thursday 8 March.