

Worton and Marston Village Hall					
Meeting Type:		Exec Cttee			
Date:	2 nd Feb 2017	Venue:	11 Gaisford Chase	Time:	7pm
Present: Veronica Franklin (Chair); Pauline Crisp (Treasurer) Jo Banks (Secretary); Jeff Stocks (Trustee); Suzanne Bonfield					
Apologies:					

Agenda

Item	Details	Chair
1	Welcome to Suzanne	VF
2	Review previous minutes	VF
3	Finance update	PC
4	Maintenance update	JS
5	Spend a Penny update	VF
6	4 th March	VF
7	Jumble Sale	VF
8	AGM	VF
9	AOB	ALL

Date for next meeting

28th March, 7.30pm – 5 Cedar Close

Management Committee Minutes

Ref:		Action:
1	Welcome to Suzanne Suzanne Bonfield was welcomed to meeting & has been co-opted as a Trustee pending formal appointment at AGM later in year. All Trustees approved	Closed
2	Review previous minutes Hedge clipping from maintenance day still need removing – Suzanne will ask her husband about removing. Heating – no further issues. Pauline to write instructions for changing timer. Marston PC grant has been received. Minutes of previous meeting approved	SB PC
3	Finance Update £9500 in current account which includes some donations that have been earmarked to Spend a Penny Campaign (c. £5k) £5000 needs to be claimed from Area Board – VF will request £13398 raised towards Spend a Penny campaign of which £1450 has already been spent on heating upgrade. VF in process of applying to Bernard Sunley Foundation for £3.5k & also written to WPC if they would be prepared to loan us up to £5k in order to get work completed. SB to check if on PC agenda for discussion.	VF SB
4	Maintenance Update Maintenance day held – very successful.	

	Leak in inner lobby reported. JS has tightened joints in loft & will keep watching brief. Next maintenance day tbc	
5	Update on Spend a Penny c. £17.5k required, £12.5k already received, could put £1k annual grant from WPC for 16/17 towards project in which case £13.5k would have been received. Therefore, max shortfall is £5k but possibly £4k. See above for additional detail. Other options for funding could be Community First landfill grant. VF has spoken to Tim Weeding about preferred timing for work. He has offered to contact Gaigers to see if they are available to complete work during Easter hols. Awaiting their response.	
6	4th March Tickets printed & distributed Wine purchased, draught beer to be considered – ask John at Rose & Crown On the day help – setting up, running bar, clearing down Layout – bar in kitchen, raffle in lobby, TEN applied for & received	
	Jumble Sale Door drop flyers (inc. 200 Club) to be printed & distributed week commencing 20 th Feb Stall helpers – All trustees, Jane Fisher, Chris Johnson, Ladies Group, Jane Loveys, Douglas Setting up tables on 17 th at 6pm JB has prepared blackboards for advertising – to be put out after 4 th March	
	Planning for AGM Proposed date of 25 th April, 8pm JB to let regular users know Accounts to be independently examined – PC to contact Tom Harwood to ask if he can do this again. VF will write a report for 200 Club & other fundraising activity JS will write a report for maintenance JB will write annual report	JB PC VF JS JB
	AOB PC has been contacted by fundraisers of Julia’s House Hospice about holding a joint fundraising event (Graham & Ann Mitchell). Suggesting date of 1 st July. PC will go back to assess feasibility. PC also suggested reconfiguring the door between lobbies to same as those of doors to hall (1/3 & 2/3). VF to investigate costs with Gaigers. JS has contacted SSE for deal for energy supply. Will compare with other energy suppliers. Date for next meeting – Tues 28 th March, 7.30pm	PC

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