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| **Worton and Marston Village Hall** | | | | | |
| Meeting Type: | | **Exec Cttee** | | | |
| Date: | 12th Mar 2018 | Venue: | 11 Gaisford Chase | Time: | 7.30pm |
| Present: Veronica Franklin (Chair); Pauline Crisp (Treasurer) Jo Banks (Secretary); Jeff Stocks (Trustee); Jane Loveys; (Trustee); | | | | | |
| Apologies: | | | | | |

**Agenda**

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| Item | Details | Chair |
| 1 | Review of previous minutes | All |
| 2 | Regular updates, finance and maintenance | PC/JS |
| 3 | Jumble sale planning | All |
| 4 | AGM planning | All |
| 5 | Update on GDPR | JS |
| 6 | WW1 Centenary event plans & role of hall | JB |
| 7 | Business plan | VF |
| 8 | AOB & meeting dates | All |

**Date for next meeting**

**2nd May @ 7pm, Village Hall - AGM**

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| Ref: |  | Action: |
| 1 | **Review of previous minutes**  Paul Sperring – concert – on hold until Paul medically fit |  |
| 2 | **Regular updates**  **Finance**  Projected to just about break even at the end of the year.  VF & PC had met with Chair of Worton Parish Council & Councillor Malcolm Powell re removal of their annual grant to hall to support operating costs – the Parish Council are still supportive of the village hall but are just tightening up their governance procedures and looking for ways to support the hall that are more cost effective. They are encouraging the cttee to charge for hall hire in relation to community events & to support the hirers to apply for grant funding from the community fund to cover the hire costs. On this subject, JS suggested that the VH cttee submitted an application of £1,000 to  WPC to cover hire costs of the 10 regular annual events held in the hall. VF to action.  **Maintenance**  Fire protection checks have been completed  Oil consumption has gone down significantly since new operating procedures have been implemented resulting in an average of 1 delivery of oil per year.  Emergency lighting checks are next scheduled maintenance task to be undertaken  Regular maintenance day also needs to be scheduled. JS to action. | VF  JS |
| 3 | **Jumble Sale planning**  Bric a brac – Pam/Prim/June?  Ladies Clothes – Pauline/Jane/Cheryl/Jo  Books – Jane Fisher & friend  Mens Clothes – Jeff & Douglas  Children’s Toys etc – to ask Sandra Barnes, Helen Morse, Helen Bodman  Door – Veronica  Set up Friday eve  Pauline to get floats |  |
| 4 | **AGM Planning**  AGM agenda to include presentation of Business Plan to management cttee members for approval (see agenda item below)  Accounts to be finalised & independently examined. Pauline to ask Tom Harwood.  Reports on finance, maintenance & chair’s comment to be with JB by 21st April  JB to write annual report. | JB  PC  PC/JS/VF  JB |
| 5 | **Update on GDPR**  JS attended a GDPR information event hosted by Community First. He brought back the following points for consideration:  Need to demonstrate via record keeping that the organisation is compliant with the regulation.  All forms that collect personal information whether physical or electronic need to include statement advising what the data will be used for.  Suggested appointing a Data Protection Officer. JS to think about whether we need one.  Source of information and guidance ICO.org.uk  Data security of laptops etc – as a minimum need to password protected.  “Legitimate interest” is a valid argument for holding data  Many village hall management committees are converting to incorporated charitable organisations  Actions:  JS has drafted an updated data protection policy which he has circulated for comment. All have approved. JS will update and send to JB for holding with other policies.  JS to liaise with JB to amend wording on hire agreements & website.  Regular users will need to sign an updated copy of the regular hire agreement which will then need to be kept on file. To be done at AGM. | JS  JS/JB  JB |
| 6 | **WW1 Centenary Event**  Chris Johnson has approached JS about hiring the hall for the weekend of 10/11 Nov for the WW1 Centenary Event.  The costs of this are being included in the application to WPC mentioned under agenda item 2 (Finance). If this application is unsuccessful, all agreed that there should be no charge for the hire of the hall. |  |
| 7 | **Hallmark 3 agenda item replaced with Business Plan**  Suggested that Hallmark 3 be applied for in 2019 when Hallmark 2 also due for renewal.  Business Plan  VF had circulated a draft business plan for review. Concerns that there were quite a lot of large scale activities included in the 2 year timescale of the plan and that the order and priority of these be reviewed. VF will amend and re-circulate for comment.  The Business Plan will then be tabled before the management cttee at the AGM. | **VF** |
| 8 | **AOB**  JB has revised her intention to step down from the Exce Cttee completely but does still want to step down from the role of Secretary. JB to send round a complete list of all the tasks undertaken by the Sec. indicating which ones she will retain & which could be undertaken by other cttee members. | **JB** |

**Date for next meeting**

**2nd May @ 7pm, Village Hall**

**AGM**