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| **Worton and Marston Village Hall** |
| Meeting Type: | **Mgmt Cttee**  |
| Date: | 15th Nov 2017 | Venue: | Village Hall | Time: | 7.30pm |
| Present: Veronica Franklin (Chair); Pauline Crisp (Treasurer) Jo Banks (Secretary); Jeff Stocks (Trustee); Jane Loveys; (Trustee); Suzanne Bonfield (Trustee); Ali Pratt (PCC); Cathy Hucker (Rainbows); Pam Wood (Ladies Group); Primrose Wright (Ladies Group) Hilary Hams (Toddlers)  |
| Apologies: Mark Fisher (WPC) Vicky Earley (Brownies)  |

**Agenda**

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| Item | Details | Chair |
| 1 | Review of previous minutes | All  |
| 2 | Christmas Bazaar | All |
| 3 | Hall security  | VF |
| 4 | Village halls week | JB |
| 5 | Finance update | PC |
| 6 | Maintenance update | JS |
| 7 | User group feedback | All |
| 8 | Succession planning for trustees | VF |
| 9 | AOB | ALL |

**Date for next meeting**

**To be agreed**

**Management Committee Minutes**

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| Ref: |  | Action: |
| 1  | **Review of previous minutes** There were no actions from the previous management committee minutes which was the AGM. All attendees approved the minutes.  | n/a |
| 2 | **Christmas Bazaar**Stall holders: Ladies Group – cakes WI – giftsBrownies – chocolate tombolaRainbows – potted hyacinthsToddlers – unfortunately not able to run a stall this year due lack of people available to help Village hall – teddy tombolaRosemary – hand sewn Christmas giftsChris & David Johnson – fairy doors & sci fi booksGraham Davison – honey, jam & preserves Laura ? – cards & gift wrap Pam Rendall – country ware June Mason’s daughter – home made gifts Have agreed to share stall proceeds 50/50 with groups running each stall. Apart from private stall holders who make a donation. Other activities: Father Christmas – Prim Wright acts as his agent! He would like to be seated in a corner of the hall to allow the children to come to him. Prim will get c. 20 bags of choc money to give as gifts. All agreed that children shouldn’t be charged. Ali also suggested that in the Toddlers cupboard there is a box of wax crayons that could be used as gifts. Raffle – prizes required, Jeff will sell tickets, draw will take place at 3.45pm & if people aren’t present, their ticket will be re-drawn. Refreshments – Suzanne & Jo to run, Jo to get tea/coffee etc, Pauline has asked WI to make cakesDoor – Veronica Decorating – Friday 1st in the afternoon, all help gratefully received |  |
| 3 | **Village Hall Security**There have been reports of someone coming in to the hall to use the loos when groups have been in session. Debbie has also reported that the loo rolls seem to be going missing again. This has raised questions around safeguarding & loneworking & could there be a way to secure the inner lobby door by way of a bolt. The issue is, the door is the main fire exit of the hall. Advice from a health & safety professional is fire exits need to be able to be opened with a single action from inside the building. Therefore fitting a bolt is not an option. Jeff is looking in to options of altering the configuration of the door so it can be opened quickly and easily. Next step is to contact the Fire Officer who may be able to advise on the best way forward and how fire safety can be maintained whilst not compromising user group safeguarding.  | JS |
| 4 | **Village Halls Week** ACRE (the organisation that provides support & advice to village halls) is suggesting holding a village halls week commencing 22nd Jan 2018. The aim of this is to raise the profile of village halls and encourage people to use them & support. There was a discussion around what we could do to support. There is already the PCC Newcomer’s party in the hall on 26th Jan. Hilary suggested having banners along the railings just for the week with details of all the groups that use the hall. Jo will contact Gerry Barnes to ask if he can make.  | JB |
| 5 | **Finance Update** Pauline talked through an update on village hall finances. The recent renovations are mostly paid off with a small amount remaining. The finances are in a reasonable state. Hirings are down on previous years but we ought to break even at the end of the year.  |  |
| 6 | **Maintenance Update** The key focus has been on completing the toilet renovations but all works are now completed. The main hall, kitchen & inner lobby have also been re-painted (walls, radiators, pipework & skirting) by 2 teams of volunteers from Instrinsic Financial Services. A new compost bin has also been made and installed by Mark Fisher. The following comments about maintenance were made: Children’s toilet seats don’t quite fit the new disabled toilets. Hilary may have a fully adjustable toilet seat that she can bring. Ladies toilet seat is a bit wobbly. Gaigers suggested this was the design of the disabled toilets. Jeff will have a look. Guttering at the back of the hall is full of leaves & needs clearing. Pam Woods said that a contact has offered to re-paint the lettering on the war memorial outside the hall. Who does this belong to? People thought that it was WPC that was responsible for it. Ali will ask Barry Devine (Chair of WPC) & Suzanne will ask Robin Shercliff & to let Pam know.  | HHJSJSAP/SB |
| 7 | **User Group Feedback**Prim Wright has asked if it would be ok to infill a strip of the small garden area around the war memorial with turf to reduce the amount of weeding required to maintain it. The strip in question would be between the railings and the memorial. All agreed. Prim will ask Keith Wright to arrange. Prim Wright also asked if the hall could be partitioned off when used by a small group to cut down on heating costs. Potentially yes but it wouldn’t cut down on costs as the radiators are all on one system. Ali Pratt stated that the PCC were supportive of the village hall and were mindful of the need to raise funds for it. However, the PCC also need to raise a significant amount of money for the Church and therefore needed to focus on that. Cathy Hucker asked about the possibility of the Rainbows having their own storage cupboard in the store room. VF advised that Trustees are aware of the storage issues but that there isn’t currently enough space to accommodate everyone. However, the Trustees are going to meet to specifically look at storage and review the options available to try and resolve. One possible solution would be to purchase an temporary outdoor store & move some of the chairs and wooden tables into this to free up some space. We will keep people advised.  |  |
| 8 | **Trustee Succession planning** VF advised that 2 Trustees will be stepping down from the committee during 2018: JB will step down from her role as secretary at the end of March 2018VF will step down from her role as Chair around October 2018. Therefore there will be 2 vacancies on the cttee. Please can everyone have a think about who to approach to ask if they might be interested in joining. It was also pointed out that WPC & MPC ought to be made aware.  |  |
| 9 | **AOB**Nothing raised |  |

**Date for next meeting**

**To be agreed**