

The Village Hall Management Committee (“VHC”)

Minutes of Meeting
The Village Hall in Maplebeck
30 October 2019

Present: Derek Sayer (DS) (Chair), Bob Gardner (BG) Julie Grundy (JG); Andy Colclough (AC) Sarah Wagstaff (SW).

		Action
1.	Apologies Jenny Bladon (JB), Charlotte Boyles (CH)	
2.	VHC Membership DS was pleased to report that CH has agreed to join the VHC. It is hoped that she will be able to attend the next meeting. DS started the meeting by thanking all the Committee and volunteers for so competently managing all the hall activities during his enforced absence. It was very much appreciated. Phil Grundy would continue to look after the boiler on a shared basis with DS. SW suggested that in the absence of more VHC members it could be helpful to compile a “Friends of the Village Hall” register of volunteers, not on the Committee. Individuals would be approached and then a general circular would be drafted	DS/PG All DS
3.	Minutes of meeting dated 2 September Approved as circulated	
4.	Matters Arising. The gazebos and a number of rarely used Kitchen items were now stored in DS’s garage. DS had requested that the Website should be modified, if possible, to provide direct access from the calendar page to the expanded event details and the purchase of tickets. The hall re-decoration would be arranged to start around 11.2.2020. It should take approximately 8 days. The hedge cutting team were thanked.	PC BG

	<p>MC had kindly provided an electrician to carry out the 5 yearly electrical installation inspection. It was agreed to replace the two emergency light packs in the hall and all the emergency light lamps with LED's.</p> <p>All the toilet brushes and bins would be replaced.</p> <p>JG agreed to become the Fire Safety responsible person. She would work with BC to ensure compliance.</p> <p>DS had contacted Kneesall Community hall in order to understand their future event plans. These would continue to be published in the Kneesall Knatter. It was agreed that a regular exchange of event plans would help to avoid potential clashes.</p>	<p>DS</p> <p>SW</p> <p>JG</p> <p>DS</p>
5.	<p>Accounts</p> <p>BG had circulated the management accounts to the end of September and the latest forecast for the full year. These continued to show a healthy situation.</p>	
6	<p>Review of Recent Events</p> <p>The Quiz night had proved successful, despite a slow sale of tickets, with a raffle and an overall surplus of £250.</p> <p>The Yoga workshop proceeded to plan.</p> <p>The 2018-19 Film season finished in September with an overall surplus of £170.</p>	
7.	<p>Upcoming Events & Management</p> <p>14th November - Eggs on Legs - Puppet show. Sale of tickets needed to continue apace, via schools, facebook, e mail etc.</p> <p>Managing evening</p> <p>Films: 19th November 14th January 18th February</p> <p>18th December Children's Party 5.30-7.00pm</p> <p>31st December Informal New Years's Eve The possible demand would be established</p>	<p>All</p> <p>DS</p> <p>)) DS)</p> <p>SW</p> <p>JG</p>

	<p>8th February. Burns Night. Charlie's date was agreed. The cost would be confirmed Food by our volunteers would be considered</p> <p>27th February. V.V. Play The Storm Officer</p> <p>April,/May It was agreed to fully investigate "You Must Remember This" a 1920/30/40 Singalong by Charlie; This would be similar to the v. successful "Home and Away" WW1 event in Oct 2018. It would coincide with VE day celebrations.</p>	<p>)DS) BG</p> <p>DS/JB</p> <p>DS</p>
8.	<p>Building Actions</p> <p>DS had circulated the building actions list which was presented to the meeting. The ridge re-mortaring would await Spring.</p>	<p>DS/PG</p>
9.	<p>Charity Commission</p> <p>The Annual Return had been filed online. The one missing Governance requirement, a draft Complaints Procedure, was presented and agreed. The final document would be circulated.</p>	<p>DS</p>
10	<p>AOB</p> <p>Website Statistics PC had circulated these for the first 8 months of activity. The 4,467 views were considered a good start, with the favourite topics being Events, VHC Minutes and Hall hire. A regular six monthly review would be useful.</p> <p>Date of next meeting; Monday 2nd December 7.30pm in the village hall</p>	<p>PC</p>