

# Maplebeck Village Hall Management Committee (“VHC”)

## Minutes of Meeting The Village Hall Maplebeck 3<sup>rd</sup> October 2017

**Present:** Derek Sayer (DS) (chair); Andy Colclough (AC); Bob Gardner (BG); Brendan Carson (BC).

**1. Apologies:** Jenny Bladon (JB)

		<b>Actio n</b>
2.	<p><b>Minutes of the Meeting on 20<sup>th</sup> July 2017:-</b></p> <p>The minutes were approved as finally circulated. It was noted that the planned committee meeting had been postponed to 3<sup>rd</sup> October due to holiday absences.</p>	
3.	<p><b>Matters Arising:-</b></p> <p>The recording noise meter had been purchased. It had been used outside the hall during the Kick and Rush evening and the noise levels (max 73dBA) were no problem from an “industrial” damage point of view. Investigation was required in respect of “environmental” level requirements</p> <p>The major boiler service and chimney sweeping had been completed. A vacuum cleaner for the boiler had been purchased since this would aid keeping the installation clean.</p> <p>BG had been unable to find out how to make a contribution to a local Bat group.</p> <p>Letters had been sent to the Knight-Jones’s thanking them for the use of their garden again for the village fete, and to the House’s for their generous gift of a nearly new dishwasher, which was proving to be an excellent addition.</p> <p>A welcome letter had been sent to Betsys Cottage (Matt Crow &amp; Donna Bowyer).</p> <p>DS had attended the NAVACH meeting and a unanimous decision had been taken to close the</p>	<p>DS</p> <p>BG</p>

	organisation. A similar service would be provided by RCAN and we would receive free membership for 3 years.	
4.	<p><b>Treasurers report:-</b></p> <p>BG circulated the accounts to 30/9/17,</p> <ul style="list-style-type: none"> <li>The question of deposits was discussed. The following rule was agreed for future bookings, which exceed one day duration. “A deposit of 25% of the hire fee would be required at the time of the booking confirmation. In the event of a cancellation, beyond two weeks of the booking, 50% of the deposit would be non-refundable. (up to two weeks the deposit would be fully refundable). Payment in full was required before the event”. This should be added to the “Hire Agreement”</li> </ul> <p>BG had prepared a draft forecast to 31.12.17. A forecast would be prepared for 2018. It was noted that relatively high expenditure in the last quarter was usual (annual insurance premium, cesspit emptying, wood pellets).</p> <p>BG reminded the committee that it should regularly confirm the purpose of the accumulated funds. Although the hall was of low maintenance design, there could be significant future repair / replacement expenditure.</p> <p>BC was given authority to replace the internal vacuum cleaner, on an opportunity basis, up to £100.</p>	<p>JB</p> <p>BG</p> <p>All</p> <p>BC</p>
5	<p><b>Building Actions</b></p> <p>Schedule produced by DS and presented to the meeting.</p> <p>No new items were reported.</p>	DS
6	<p><b>Events Review and Plan</b></p> <p>The Children’s Fun Day had been a huge success with a bouncy castle etc. inside the hall and the gazebo providing shelter on the courtyard. A better gazebo was considered desirable and investigations would be undertaken.</p>	BC

	<p>The monthly Kurling was now well established, with regular attendees of the right number.</p> <p>Kick &amp; Rush were well received, as was the Colclough's excellent food. (We should try to plan events so as to avoid quite so many committee members absent). A very small loss on the evening was acceptable.</p> <p>Film choices had been voted for and the 2017-8 season's programme finalised. The sale of more season tickets would help to ensure viability. The children's films in the remainder of 2017 were planned.</p> <p>Gardener's Question Time promotion had been completed and the sale of tickets should be pursued</p> <p>Village Ventures –Team Viking. Promotion was in hand. DS would provide 4 posters and 40 flyers for BC to circulate. Ticket sales must be encouraged . AC would feed the two performers before the show.</p> <p>V.V. Wind in the Willows. Promotional material would be chased and promotion started</p> <p>Party - 29<sup>th</sup> October, DS would send details to BC</p> <p><u>2018</u></p> <p>The Ceilidh band was booked for Burns Night 20<sup>th</sup> Jan.</p> <p>Consideration would be given to a Quiz date in March</p> <p>Consideration would be given to an April date for Barry Binch's band, The Swingbeans.</p>	<p>AC/JB</p> <p>All</p> <p>All</p> <p>All</p> <p>DS/ BC All AC</p> <p>DS /BC</p> <p>BC</p> <p>DS</p>
6 (cont.)	<p><b>Programme of special events</b></p> <p><b>October</b> 1<sup>st</sup> - Children's film 11<sup>th</sup> – Kurling Klub 12<sup>th</sup> – Gardners' question time 28<sup>th</sup> – Village Ventures production – Team Viking</p>	

	<p><b>November</b>  2<sup>nd</sup> - Film  8<sup>th</sup> – Kurling Klub  9<sup>th</sup> – LOOK at contemporary art  26<sup>th</sup> – Children’s film</p> <p><b>December</b>  3<sup>rd</sup> – Children’s puppet show – Wind in the Willows  7<sup>th</sup> - Film  13<sup>th</sup> – Kurling Klub</p> <p><b>2018</b></p> <p><b>January</b>  20<sup>th</sup> - Burns Night Ceilidh</p>	
7	<p><b>AOB</b></p> <p>1. Jane Kinnear had proposed that in view of the comprehensive Facebook page, there was little point in duplicating the village hall information on the village website. It was agreed that Katherine was doing a brilliant job on Facebook; but for “non Facebook” generations a website was still required. A volunteer was required to create and maintain a VH website, which would need to be linked to Facebook and the Village website.</p> <p>2. BC required some letterheads.</p>	<p>All</p> <p>All</p> <p>DS</p>
8	<p><b>Next Meeting</b></p> <p><b>Monday 11<sup>th</sup> December – 8pm in the village hall</b></p> <p><b>Please note that Agenda item 7. Review of Targets / Actions was postponed awaiting greater attendance.</b></p>	