

**The Village Hall Management Committee (“VHC”)**

**Minutes of Meeting**  
**The Village Hall in Maplebeck**  
**18 February 2019**

**Present:** Derek Sayer (DS) (chair); Bob Gardner (BG); Andy Colclough (AC); Julie Grundy (JG); Mark Wagstaff (MW); Jenny Bladon (JB) (minutes) Pat Colclough (for Item 1a only)

The committee was informed of the death today of Maplebeck resident Trish Horrox. We greatly valued the support Trish gave us and our sincere condolences go to Tim and the rest of her family at this sad time.

		<b>Action</b>
1.	<b>Apologies</b> Sarah Wagstaff (SW)	
1a	<b>Website update</b> PC reported that the calendar is now accessible thanks to assistance from Chris Pass. JG to be made an administrator of the system so that she can update the calendar with new bookings. It was agreed to continue using Ticketsource to sell tickets online. PC reported that she was still working on minor refinements requiring attention, but that fundamentally the website was now fully up and running.	
2.	<b>Minutes of meetings dated 17 December</b> Approved as circulated	
3.	<b>Matters Arising.</b> None	
4.	<b>Statutory Accounts Year ending 31 December 2018</b>  BG presented the statutory accounts for the year ended 31st December 2018 in the format required by the Charity Commission.  <b>The accounts, which had been subject to an independent review, were unanimously approved by the committee and signed by the Chair and Treasurer.</b>  <b>BG requested that the approval given to the accounts ending 2017 which had been given by the Committee last year be also duly recorded."</b>	

5.	<p><b>Building Actions</b></p> <p>DS presented a list of building actions to the meeting. All reported actions had been completed.</p> <p>It was agreed that the blind, badly marked after a recent party was now as clean as it was possible to get it and no further action was required.</p>	
6.	<p><b>Recent Events Review</b></p> <p>A recent birthday party for teenagers from outside the village had necessitated a lot of cleaning afterwards and had highlighted the need to review the hire agreement and letting policy for the hall.</p> <p>The RCAN and Reach meetings had gone well. The Race Night was a success although the profit made was disappointing. Costings and timing to be reviewed for future events.</p>	
8	<p><b>Managing Upcoming Bookings</b></p> <p>23 March - half day yoga workshop - BG  29 March - Private party - JG  30 March - Village Ventures event. - AC/PC to host the performers: JB to hold tickets; AC/JB/JG to host the event.  7 April - Childrens party - JG  20 April - Easter treasure hunt - MW/SW  2 May - council elections - JG to turn the heat on, PG to act as liaison. Clubbercise class has been cancelled.  13 July - BBQ - JB  AB to source and obtain gazebo</p>	
8a.	<p><b>Future Events Plan</b></p> <p><b>March</b>  23<sup>rd</sup> - half day yoga workshop  30<sup>th</sup> - Village Venture Music evening</p> <p><b>April</b>  3<sup>rd</sup> - Group visit to Winkburn Hall  20<sup>th</sup> - Easter treasure trail</p> <p><b>May</b>  2<sup>nd</sup> - council elections</p> <p><b>July</b></p>	<p>BG  AC/JB/  JG</p> <p>DS  MW  /SW</p> <p>JG/PG</p>

	<p>13<sup>th</sup> - BBQ</p> <p><b>September</b> 14<sup>th</sup> - Quiz night 28<sup>th</sup> - half day yoga workshop</p> <p>AC and JB to attend next village ventures publicity event on 17 March.</p>	<p>JB</p> <p>BG</p>
9.	<p><b>2018 Hall Usage and Energy consumption</b> DS presented spreadsheets showing hall usage and attendance figures and the annual energy consumption figures.</p> <p>Attendance/Usage:- Figures show an increase of both the number of times the hall was used and the numbers of people using the hall. There has however been a decrease in the number of Maplebeck residents using the hall. DS to provide BG with a breakdown of the figures to see if the reason for this can be discovered.</p> <p>Energy Consumption:- The figures showed an increase in the net annual surplus for the year. BG reported that the contract with Eon- the electricity supplier - ends in March. He has carried out research and compared the prices of other suppliers and recommended continuing with a fixed rate plan with Eon. The committee agreed that BG should select the most cost effective for the hall.</p>	<p>DS/BG</p> <p>BG</p>
10.	<p><b>Draft 2018 Annual Report</b> DS presented the draft 2018 annual report to the committee for consideration. BG requested the approved and independently reviewed annual accounts be included. There being no other amendments required the draft was approved</p>	<p>DS</p>
11.	<p><b>AOB</b> Approval given to purchase a new vacuum cleaner- JG to source and purchase The conflict of interest declaration completed by all committee members is now due for renewal. BG to email members with details. Cleaning Rota - The current rota was working well for keeping the hall neat and tidy. However after the hall had been hired out a deep clean was sometimes necessary. Agreement had already been reached that organisers of each special event would take the lead on cleaning calling on other committee members to assist as</p>	<p>JG</p> <p>BG</p> <p>All</p>

	appropriate. For cleaning after all other events JG to contact the committee and seek volunteers to assist her.	
12	<b>Date of next meetings</b> Monday 1 April 2019 at 7.30pm in the village hall.	