

**Minutes of Village Hall Committee Meeting Held on Tuesday 14th August 2018
in the Village Hall at 11am**

Present: Chairman Chris Barlow, Di Jones, Norman Parcell, Anne Powles, Jean Neve, Ayeshia Hammond Young, Sarah Welsh (Clerk & RFO)

1. Apologies for absence

Blue Jones, Val Green - indisposed. Michael Blake - on leave. Jan Moore.

2. Minutes of July meeting 2018

Di Jones proposed the minutes were approved as a true record of the meeting, seconded by Ayeshia Hammond Young. Unanimously agreed. The minutes were signed by the Chairman.

3. Matters arising - unless itemised for discussion later

Noticeboard keys: Norman hasn't got a key to the big noticeboard. Ken Green has a key. Norman will ask him for the key and give to Ayeshia to get another one cut. Norman will ask the Cadets if they have a key and if so, ask for its return. The clerk will ask the parish Council Chair if they can go through his bag of keys to see if any fit the noticeboards. A notice re Dog Training classes has been removed and the provider informed they can replace it when classes are in the Village Hall and if the Village Hall is mentioned on the poster.

4. Hall Promotion - update

Norman has been in contact with the 'twinned' Dutch Fete organisers. They are having a weekend fete.

5. Finance

- a) Draft Payments and receipts, bank reconciliation. Total payments since last meeting: £278.77; total receipts: £2155.87, which includes a VAT refund of £1461.83. Bank Reconciliation to 14.8.2018: £19646.16
- b) The 2017-18 AGAR, which includes the Village Hall Fund, and Committee governance, has been approved by the External Auditors.
- c) VH Bank Account Mandate and Finances. The Clerk and RFO recommended the Village Hall change banks to Unity Trust Bank, who the Parish Council bank with, as the mandate will need to be changed to accommodate the new Clerk and RFO in any case. She explained this would enable the Village Hall Committee to make BACS payments, which 2 signatories can go online and authorise. Now that the committee meets regularly, payments to contractors, alongside other suppliers, could be made by BACS and Di Jones could be saved the work of writing cheques and getting them signed, as the clerk and RFO could receive the invoices and manage the payments. A bank charge of £6/month would be payable, but the new system would enable easy transfers from the deposit to current account, enabling most of the funds to be kept in the deposit account, earning interest, which would offset the charge. To enable the online authorisation of payments, it was resolved

that if Val Green and Blue Jones wished to step down as signatories, Michael Blake and Ayeshia Hammond Young would become signatories alongside Di Jones. The new Clerk, Catherine Moore, would be an authorised person. The Terms and Conditions were agreed and a copy given to the Chairman.

6. New Clerk and RFO - Catherine Moore, same phone and email address. The clerk will pass on her address to the committee.

7. Cinema club - update

The Cinema Society met last night and tested the new equipment which has now been installed. The first showing will be on 25th August: Norfolk Rural Life. Admission will be free by ticket only - tickets available from the Fish and Chip shop. Chairman Chris Barlow confirmed the hall holds 60 people. The Cinema Society will ask for suggestions for films at the opening night. The repairs following the installation of equipment have been reimbursed to the Village Hall Committee. Norman Parcell, Cinema Society Committee member confirmed that fire procedures and 'housekeeping' points will be told to the audience at each showing.

8. Maintenance and Risk Assessment

a) Request from In Bloom re hose reel - update: Jean Neve reported that the hose length may be too much for one reel, so a smaller hose of 50metres on a separate moveable reel to attach to the main one. Jean will buy it next week.

b) Regular maintenance - update: Chris Barlow reported the switches were blowing in the kitchen during the Garage Sale. An electrician checked them and advised the switches are OK and it may be the old kettle causing the problem. The lights in the Ladies' toilet are burning out. The electrician has quoted £174 to replace. The committee unanimously agreed to accept the quote. It was also resolved that Di Jones would buy a replacement kettle.

Keith Jones will be asked to get new leg 'feet' for the remaining chairs.

9. Future events

a) Garage Sale - feedback: a profit of £536 was made and the same number of people booked stalls as last year. The event was a good social occasion and community event. The new Fundraising Group commented what fun it was. Approximately 100 maps were sold. Chairman Chris Barlow thanked everyone for their help. Ayeshia Hammond Young suggested a banner or sign be placed outside the hall for the next Garage Sale. Chris will talk to Terry about this.

b) Summer Fete 2nd September: further table bookings include the Cinema Society. Norman is in touch with the groups to update them. There will be a meeting of the fundraising Group re the Summer Fete tonight at the Village Hall.

c) Christmas Fayre 2nd December: Ayeshia Hammond Young reported that the Punch and Judy and the Hog Roast have both been booked.

10. A.O.B.

- Norman Parcell reported his bank would not accept the cheque made out to him in payment of stationary costs of £34. The cheque has been cancelled and another written out for these and other stationary costs of £41.94.
- Chris Barlow read out a 'Thank You' card from Shirley Weymouth for her gift.
- Chris would like some help to clean out the cupboard. Jean Neve agreed to help.
- Norman reported Vyrna Parker found it difficult to clean the raffia door mats. Norman has given her a broom to use to see if that works.
- This is the last meeting for the clerk Sarah Welsh, who thanked the committee for their work with her.
- Jan Bowles is happy for the Village Hall Committee to have a Car Boot Sale on the café car park out of season. This will be looked into.
- The Cadets will be continuing with leaders Rachel and Harvey when the Dodsons retire from the Cadets in December.
- A car reported to belong to the Dodson's was reported to the Parish Council as being parked on the green next to the Village Hall. Parish Council Chair Eric Lund will be dealing with the matter.

11. Next meeting: Tuesday 18th September at 11am in the Village Hall.

Winterton PC Village Hall Fund
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 19 to 40

Vchr.	Cheque	Cde.	Name	Description	Amount
19	770	49	Interserve FS (UK) Ltd.	Fire protection servicing	93.00
20	771	45	V Parker	Cleaning	63.75
			<i>July 7 1/2hrs</i>		
21	772	46	G Edwards	Window Cleaning	9.00
			<i>July</i>		
22	773	20	K Jones	Maintenance	60.00
			<i>Repairs re Cinema Club - to be reclaimed</i>		
23	774	12	ASDA	Garage Sale expenses	53.02
			<i>Repayment to Di Jones.</i>		
TOTAL					278.77

Winterton PC Village Hall Fund
DRAFT RECEIPTS LIST: (Cheque order) Vouchers 16 to 40

Vchr.	Ref	Cde.	Name	Description	Amount
25	BACS	28	HMRC	VAT Refund	1,461.83
			<i>Refund via parish council</i>		
17	Cash	12	Miscellaneous	Garage Sale	45.00
20	Cash	12	Miscellaneous	Garage Sale	107.50
			<i>Garage Sale bookings</i>		
21	Cash	26	Prayer and Praise	Hall Hire	18.00
			<i>April - June 2018</i>		
22	Cash	12	Miscellaneous	Garage Sale	312.31
			Subtotal Cheque No.	Cash	482.81
23	Cheque	8	Beswtherick	Hall Hire	15.00
			<i>21.7.18</i>		
24	Cheque	6	Friendship Club	Hall Hire	104.00
			Subtotal Cheque No.	Cheque	119.00
18	Cheques	12	Miscellaneous	Garage Sale	15.00
19	cheques	12	Miscellaneous	Garage Sale	75.00
			<i>Garage Sale bookings</i>		
			Subtotal Cheque No.	cheques	90.00
26	Direct pa	56	Santander	Bank Interest	1.10
16	Direct pa	56	Santander	Bank Interest	1.13
			Subtotal Cheque No.	Direct payment	2.23
TOTAL					2,155.87

Winterton PC Village Hall Fund

	Bank Reconciliation at 14/08/2018		
	Cash in Hand 01/04/2018		
			17,619.63
	ADD		
	Receipts 01/04/2018 - 14/08/2018		3,423.09
A	SUBTRACT		21,042.72
	Payments 01/04/2018 - 14/08/2018		1,396.56
	Cash in Hand 14/08/2018 (per Cash Book)		19,646.16
	Cash in hand per Bank Statements		
	Cash	25/10/2015	0.00
	Current No 68155181	30/07/2018	16,808.78
	Deposit No 03695247	31/07/2018	2,667.47
B	Less unrepresented cheques As attached		19,476.25 261.40
	Plus unrepresented receipts As attached		19,214.85 431.31
	Adjusted Bank Balance		19,646.16
	A = B Checks out OK		