

**Minutes of Village Hall Committee Meeting Held on Tuesday 10th April 2018  
in the Village Hall at 11am**

**Present:** Chairman Chris Barlow, Di Jones, Michael Blake, Norman Parcell, Anne Powles, PCllr Ayesha Hammond Young, Sarah Welsh (Clerk & RFO)

**1. Apologies for absence**

Blue (Harold) Jones indisposed, Janet Moore, Val Green indisposed. Unanimously accepted. Chris Barlow advised that Janet Moore had now moved from the village and it was doubtful that she would remain as a member long term.

**2. Minutes of March meeting 2018**

The minutes were approved as a true record of the meeting, proposed by Di Jones seconded by Michael Blake and were signed by the Chairman.

**3. Matters arising - unless itemised for discussion later**

Chris Barlow did not call a meeting about the kitchen because she wanted the committee to look at finances first.

**4. Committee membership and vacancies - proposal for Parish Council AGM**

Jean Neve was unanimously co-opted onto the committee and confirmed she met the qualification criteria and the disqualification criteria did not apply to her. Those present confirmed they wished to remain on the committee and Chris Barlow confirmed that those not present would also remain in the short term.

**5. Finance**

- a) Draft Payments and receipts, bank reconciliation. Outstanding receipts for March totalled £203.25, total receipts for April £85.13; total outstanding payments for March £393.18, total payments for April £145.48. Total bank reconciliation as at 31.3.18 £17,619.63.
- b) Internal Audit and inclusion in the Annual Governance and Accountability Return (AGAR). The clerk had provided a Statement of Accounts and Bank Reconciliation for 2017-18 and confirmed that the books balance. She will prepare the file for the Internal Auditor and inclusion in the Parish Council's AGAR.
- c) Bank signatories and new bank mandate. Chris Barlow confirmed Val Green is happy to continue as a signatory and thanked Michael Blake for offering, but another is not required.

Chris Barlow raised the issue of the Asset Register and Earmarked funds leaving very little general reserve available for spending, particularly with regard to the kitchen. Sarah Welsh confirmed that it is necessary to have an Asset Register and to earmark funds as good practice and as a requirement for parish council funds. However, the committee may like to review what's on the Asset Register and remove some smaller items that could come out of the general reserve and those items which may no longer be required, for example the showers. There is approximately £3000 earmarked for the

new kitchen. Sarah also suggested the committee apply for grants for the kitchen, which would need to be carried out by the Parish Council as lessee's of the village hall. A working party will meet to look at the Asset Register to make recommendations at the next meeting.

#### **6. New Data Protection Act and Parish Council Audit**

The clerk informed the committee of the new Data Protection Act and new requirements. The clerk is carrying out an audit of the information held by the parish council, including its committees, and will be attending training later in the month following which, she will be able to advise the committee on what they need to do.

#### **7. Maintenance and Risk Assessment**

- a) Future plans - the clerk advised the committee should get three quotes for a new kitchen, following which applications for funding can be made. Chris Barlow informed the committee of some current funding available from CANS.
- b) Regular Maintenance - update: Keith Jones has put protective feet on the tables and chairs and has the supplies to give the floor a protective coating.

#### **8. Future events**

##### **Garage Sale**

- Chris Barlow will provide an article for the Newsletter.
- £5/table was agreed by the committee
- Sarah Welsh will check for a current map of the village and inform Michael Blake, who will follow up.
- Sarah Welsh will request cones to cordon off the areas at the Village Hall and near the church to be delivered to Norman Parcell
- The committee confirmed that no tables will be lent for the sale
- Sarah Welsh will make 12 posters and give to Michael Blake to put up nearer the time.
- Michael Blake gave his apologies re the sale because he will be on leave at the time.
- Chris Barlow will ask Terry Byrne for use of the A-board. Jean Neve has access to one if there is a problem.
- It was agreed, following requests last year, that maps should be available near the church as well as the VH. It was agreed to put on the maps that refreshments will be available at the VH.

##### **Christmas Fayre**

- Chris Barlow will still meet in the village hall for any interested parties to form a Fundraising Working Party/sub committee. However, as the Newsletter was late due to the Easter break, people may not be aware of the appeal. Chris Barlow will arrange to be available on another night. Jean Neve agreed to accompany Chris.



- Ayeshia Hammond Young will check with a relative how they publicise their events in his area. It was suggested that Hemsby and Martham schools are made aware of the Fayre as Winterton children attend them.

#### **9. A.O.B.**

Jean Neve declared an interest in Winterton In Bloom regarding the following request: Jean Neve asked if a large hose reel can be attached to the exterior wall of the kitchen to enable watering around the VH. In Bloom will provide the hose and reel and Jean will provide the committee with further information about the reel. It was resolved the reel could be attached to the wall.

Jean Neve informed the committee of an incident outside the village hall on Saturday involving an attendee of RB's Bingo session. Chris Barlow had prepared a letter to be sent to the RBL concerning the incident which the committee unanimously approved.

Norman Parcell suggested promoting the Hall with posters of 'A Hall for All'. Norman agreed to become the committee's 'Promotions Manager' and will draft a poster. Di Jones suggested placing it on the VH noticeboard, and a smaller version could be placed on the Parish Council noticeboard.

Di Jones suggested the committee give a gift to Shirley Weymouth for her outstanding support of the committee over the years. A vase with a plaque was agreed. Chris Barlow will look for a vase and Ayeshia will look into a plaque.

#### **10. Next meeting: 15th May 2018**

**Winterton PC Village Hall Fund**  
**DRAFT PAYMENTS LIST: (Cheque order) Vouchers 83 to 100**

Vchr.	Cheque	Cde.	Name	Description	Amount
83	756	45	V Parker	Cleaning	50.00
			<i>February</i>		
84	DD	34	Utility Warehouse	Electricity	95.48
			<i>March 2018</i>		
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TOTAL					145.48

**Winterton PC Village Hall Fund**  
**DRAFT PAYMENTS LIST: (Cheque order) Vouchers 1 to 20**

Vchr.	Cheque	Cde.	Name	Description	Amount
1	757	45	V Parker	Cleaning	59.50
2	758	36	V Parker	VH keys	5.00
			<i>Repayment to Di Jones</i>		
3	758	22	Gopak	Table leg caps	49.08
			<i>Repayment to Di Jones</i>		
			Subtotal Cheque No. 758		54.08
4	759	55	Anglian Water	Sewerage charge	279.60
			<i>1.418 - 31.3.19</i>		
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TOTAL					393.18

**Winterton PC Village Hall Fund**  
**DRAFT RECEIPTS LIST: (Cheque order) Vouchers 1 to 20**

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Vchr.	Ref	Cde.	Name	Description	Amount
2	Ch 014, C	10	Happy Feet	Hall Hire	84.00
1	Direct Pa	56	Santander	Bank Interest	1.13
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TOTAL					85.13

**Winterton PC Village Hall Fund**  
**DRAFT RECEIPTS LIST: (Cheque order) Vouchers 59 to 100**

Vchr.	Ref	Cde.	Name	Description	Amount
61	BACS	8	B Mitchell	Hall Hire	12.00
62	BACS	31	GYBC	Hall Hire	160.00
			<i>Polling station x 2</i>		
			Subtotal Cheque No.	BACS	172.00
59	Cash	8	Martham Art club	Hall Hire	10.00
60	Cash	14	Prayer and Praise	Donation	20.00
			<i>Donation from Prayer and Praise towards paint for village hall</i>		
			Subtotal Cheque No.	Cash	30.00
63	Direct pa	56	Santander	Bank Interest	1.25
<b>TOTAL</b>					<b>203.25</b>

## Winterton PC Village Hall Fund

<b>Bank Reconciliation at 31/03/2018</b>		
<b>A</b>	Cash in Hand 01/04/2017	
		21,809.79
	<b>ADD</b>	
	Receipts 01/04/2017 - 31/03/2018	10,022.61
	<b>SUBTRACT</b>	
<b>A</b>	Payments 01/04/2017 - 31/03/2018	14,212.77
	<b>Cash in Hand 31/03/2018</b> (per Cash Book)	<b>17,619.63</b>
<b>B</b>	Cash in hand per Bank Statements	
	Cash 25/10/2015	0.00
	Current No 68155181 31/03/2018	14,956.61
	Deposit No 03695247 31/03/2018	2,663.02
		<b>17,619.63</b>
<b>B</b>	Less unpresented cheques As attached	0.00
	Plus unpresented receipts As attached	0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>17,619.63</b>
<b>A = B Checks out OK</b>		