

**Minutes of the Meeting of Winterton-on-Sea Village Hall Committee
Tuesday 16th October 2018 11am Winterton Village Hall**

Present: Chris Barlow (Chairman)
Norman Parcell
Di Jones
Michael Blake
Anne Powles
Jean Neve
Ayeshia Hammond
Catherine Moore (Parish Clerk)

Also attended: None.

1. Apologies

Apologies for absence were received from Blue Jones and John Allen.

2. Declarations of Interest and Applications for Dispensation

None.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 18th September 2018 were **agreed** and signed by the Chairman.

4. Update on matters arising from the minutes

- Chris Barlow had thanked those who had given donations for village hall events.
- The thank you to Sarah Welsh had taken place.
- Chris had sent the Clerk the wording for the grant monitoring form.
- The notice board options included getting the locks changed, checking the Clerk's keys, or looking at alternative options. The Clerk was asked to send details of suppliers of notice boards.

Clerk

5. Hall Promotion - Update

Norman Parcell reported that a few bookings had come in, and that he would catch up with the Clerk about invoicing required.

NP

6. Finance

a) Receipts, Payments, and Bank Reconciliation

Receipts of £915.84 and payments of £453.54 were made in September 2018. The ring-fenced village hall fund at the end of September was £20,233.67.

b) Accounts for Payment

It was **noted** that the following payments had been made since the last meeting:

C Jones	Leaving Gift	£13.00
C Barlow	Leaving Gift	£10.99
V Parker	Cleaner	£63.75
Utility Warehouse	Electricity	£24.74

The following payments were **approved** at the meeting:

N Parcell	Stationery	£42.90
C Barlow	Prize Draw Tickets	£18.90
	TOTAL	£174.28

It was suggested that the emergency lights could be changed to lower level / LED lighting as they were very bright at night. Alternatively they could be put onto a timer.

c) Update on transfer of accounts

The Clerk reported that she had updated the cashbook to amalgamate the Village Hall accounts with the Parish Council, and that the two direct debits had been moved across. The cleaner would be paid in equal instalments each month by standing order. The window cleaner could be paid by standing order at agreed intervals. The forms had been drafted to close the Unity Trust Bank account, and the funds from the Santander account would be transferred to the Parish Council account after 1st November and the account closed once no more transactions were apparent. The Clerk reiterated that although the accounts were being amalgamated into the Parish Council accounts, there was still separate cost centres for the village hall, and a ring-fenced account was being kept and would be reported at each meeting. The Clerk explained that the relationship between the Committee and the Parish Council had been clarified some time ago, and that as a Committee of the Council, any monies were owned by the Council. When asked, the Clerk could not give assurance that the money would not be taken from the village hall and used elsewhere, as she was not in a decision-making role. It was noted that if the Committee was a Managing Trust, which was a more normal relationship, the Committee would be wholly responsible for administration including the Charity Commission, would be bound by a Deed of Trust, and would be completely responsible for the risk of any costly repairs (these currently sat with the Parish Council).

The Clerk suggested that the Committee considered earmarking some of its funds to demonstrate why they were being held, this would be drafted with the Chairman for the next meeting.

**Clerk
/ CB**

7. **Maintenance and Risk Assessment**

a) Future Plans

Nothing to report. It was **agreed** that this item would be removed from the agenda.

b) Regular Maintenance

A new fridge was required, it was **agreed** that this would be purchased.

8. **Future Events**

a) Salvation Army Collection

Michael had produced the posters and this had gone to the newsletter. Michael to take around village and display.

MB

b) Christmas Fayre

Chris handed the prize draw tickets around to be sold, and arrangements to sell tickets in the Post Office were agreed. A meeting of the fundraising group

scheduled for that evening would discuss arrangements and plans for the day.

9. Any Other Business

Amendments to Terms of Reference

The Clerk ran through the proposed changes to the terms of reference which reflected the changes to the finance arrangements for the Committee. The last two sentences in under item 4 para 1 were swapped to offer greater clarity. With these amendments, the terms of reference were **recommended** to Council for approval.

10. Date of next meetings:

- Tuesday 20th November 2018, 11am, Village Hall
- Tuesday 15th January 2019, 11am, Village Hall
- Tuesday 16th April 2019, 11am, Village Hall

The meeting closed at 12.00noon .

CHAIRMAN