

**Minutes of the Meeting of Winterton-on-Sea Village Hall Committee
Tuesday 18th September 2018 11am Winterton Village Hall**

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

Also attended: None.

1. Apologies

Apologies for absence were received from Val Green, Blue Jones and Ayeshia Young.

2. Declarations of Interest and Applications for Dispensation

None.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 14th August 2018 were **agreed** and signed by the Chairman.

4. Update on matters arising from the minutes

- The notice board keys were still missing. A suggestion was made that a new notice board could be purchased, with more space to advertise the Hall. Design would be agreed, and three quotes obtained.
- A unit in the ladies and a bulb in the gents had been replaced. A new kettle had been purchased. Additional stops for the chairs had been bought.

5. Hall Promotion - Update

Norman Parcell noted that he had had a request to book the Hall for a Christmas bazaar on 2nd December, which clashed with the Christmas Fayre. He would discuss alternative dates with the enquirer.

Norman had met with the new Clerk to discuss processes for bookings.

The booking for the dog event was currently being advertised, a hire agreement had been sent and Norman was waiting for confirmation from the hirer.

6. Finance

a) Receipts, Payments, and Bank Reconciliation

Receipts of £2,138.19 (including £1,461.83 VAT refund) and payments of £735.16 were made in August 2018. The bank balances were:

- Current account - £17,012.68
- Deposit account - £2,668.60.

b) Accounts for Payment

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

N Parcell	Stationery & replacement chq	£75.93
Utility Warehouse	Electricity	£270.46
T Byrne	Refund - cancelled hire	£90.00
Sainsburys	Equipment	£20.00

V Parker	Cleaning	£51.00
EPS Ltd	Electrical Repair	£246.00
K Jones	Handyman	£69.97
G Edwards	Window Cleaner	£9.00
M Blake	Stationery	£15.00
	TOTAL	£847.36

c) Village Hall Accounts

Eric Lund noted that, following the last audit, it had been reported that the Village Hall accounts were being paid by non-councillor signatories, and were not being authorised in accordance with the Council's Financial Regulations. Discussion took place regarding changes to processes, and it was **agreed** that the Clerk would write to regular contractors informing them of the changes, and requesting their BACS details. The village hall accounts would be brought into the Parish Council accounts, for easier administration, however the village hall money would continue to be ring fenced for that purpose.

**Clerk
/ DJ**

It was noted that the Committee had earmarked some reserves for village hall projects, and that this would be passed to the new Clerk for awareness.

CB

7. Maintenance and Risk Assessment

a) Future Plans

Nothing to report.

b) In Bloom Hose Reel

The hose reel had been purchased but would be loose rather than on a reel.

c) Regular Maintenance

Nothing to report.

8. Recap on Late Summer Fayre

The Chairman reported that the event went exceptionally well and was a great success. The banner had been stored in Chris' loft. £259 was raised for village hall funds.

9. Future Events

a) Salvation Army Collection

The date for this had been fixed and advertised in the newsletter. Laminated posters would be required. Help at the event had been recruited.

b) Christmas Fayre

The fundraising group would be meeting on Tuesday. The draw tickets were being ordered, with prizes of £100 and £50. 750 tickets would be available. A donation of £100 had been made by a local business for the Christmas Fayre, the Chairman would write a letter of thanks.

CB

c) Fundraising Events - General

As events had been scheduled, it was agreed to remove this from the agenda.

10. Any Other Business

Jan tendered her resignation to the Committee for personal reasons and was thanked for her contribution.

Norman noted that his risk assessment of the village hall had raised an issue with the storage of brooms in the toilet area. It was suggested that these could be stored in the shower area, and a question was asked as to why this was kept

locked. Passageways and fire exits needed to be kept clear. At the Fayre, the BBQ and kitchen had been the highest risk areas, together with drivers and the safety of those directing traffic. It was suggested that adequate signage was needed.

Di reported that there had been two accidents recently, which had been recorded. Both involved falls.

A donation of £25 had been received from the Craft Fair, the Chairman would write a letter of thanks.

CB

The Chairman noted that she had a present from the Committee for Sarah Welsh, and she would be invited to a short event at 10.30am on the day of the next Committee meeting.

CB

a) Norfolk Community Foundation Grant Monitoring Report

The Clerk reported that an end of grant monitoring report was required. It was **agreed** that the Chairman would draft the wording for submission.

CB

11. Date of next meeting:

- Tuesday 16th October 2018, 11am, Village Hall.

The meeting closed at 12.00noon .

CHAIRMAN