

**Minutes of Village Hall Committee Meeting Held on Tuesday 13th March 2018
in the Village Hall at 11am**

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

1. Apologies for absence

Val Green indisposed; Blue (Harold) Jones indisposed, Anne Powles otherwise engaged, Janet Moore otherwise engaged. Unanimously accepted.

2. Minutes of February meeting 2018

The minutes were approved as a true record of the meeting, proposed by Di Jones seconded by Michael Blake, unanimously agreed. The minutes of the October and November meetings were signed by the chairman.

3. Matters arising - unless itemised for discussion later

None.

4. Review of Hall Hire Costs

Chris Barlow, Di Jones and Sarah Welsh met to discuss the financial requirements of running the village hall and the impact on hall fees and fundraising. It was proposed:

- that regular hirers should be informed of an increase in fees from January 2019, as many have already paid for 2018. The increase will be decided nearer the time.
- Private hire fees should increase to £10/hour and the £25 deposit be removed.
- the fee to GYBC for use as a polling station be increased to £120.

All three proposals were unanimously agreed.

5. Finance

- a) Draft Payments and receipts, bank reconciliation (attached). Total payments: £4575.91, includes payments of £3000 grant funding for the hall floor. Total receipts: £4502.29, includes receipt of £3000 from the Love Norfolk Fund towards the village hall floor. Combined bank balance: £17,561.86.
- b) Bank signatories and new bank mandate - Chris Barlow will discuss signatories with Val.

11. Maintenance and Risk Assessment

- a) Future plans - Norman Parcell and Michael Blake will lead a working group looking into the requirements and costs of a new kitchen and extension.
- b) Regular Maintenance - update: Keith will seal the new floor
- c) Showers - it was unanimously agreed to remove the showers.

7. Future events

The Christmas Fayre date was missed from the Newsletter. The Christmas Fayre and an appeal for support notice will be put in the next newsletter. Chris Barlow will appeal for people to come forward to form a fundraising working party and she will be available in the village hall to meet volunteers. June will be helping at the Fayre again this year. Ayeshia volunteered to cover the Tombola.

13. A.O.B.

Norman Parcell and Ayeshia Hammond Young are both on the Cinema Society committee. Norman reported the Society are looking at booking the hall once a month initially. Sarah Welsh will email Norman with available evening dates.

Chris Barlow had received information about 'Your Community Space' focusing on the PR side of hiring out the hall. The cost was approximately £200.00 it was unanimously agreed this was not a cost effective service.

14. Next meeting:

10th April at 11am in the Village Hall.

Winterton PC Village Hall Fund

	Bank Reconciliation at 13/03/2018		
	Cash in Hand 01/04/2017		
			21,809.79
	ADD		
	Receipts 01/04/2017 - 13/03/2018		9,819.36
			31,629.15
A	SUBTRACT		
	Payments 01/04/2017 - 13/03/2018		14,067.29
	Cash in Hand 13/03/2018		17,561.86
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	25/10/2015	0.00
	Current No 68155181	28/02/2018	14,923.03
	Deposit No 03695247	28/02/2018	2,661.77
B			17,584.80
	Less unrepresented cheques		
	As attached		22.94
			17,561.86
	Plus unrepresented receipts		
	As attached		0.00
	Adjusted Bank Balance		17,561.86
	A = B Checks out OK		

Winterton PC Village Hall Fund
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 72 to 100

Vchr.	Cheque	Cde.	Name	Description	Amount
72	744	50	EPS Ltd	PAT Test and electrical repair	150.00
81	746	62	Hammond Building Services	Hall floor replacement	3,000.00
			<i>Split payment see V71</i>		
73	749	45	V Parker	Cleaning	51.00
			<i>January</i>		
74	750	20	K Jones	Redecoration and repair	480.00
			<i>January</i>		
75	751	57	Amazon	Kitchen Urn	71.82
			<i>Repayment to C Jones.</i>		
76	752	20	K Jones	Redecoration	480.00
77	753	46	G Edwards	Window Cleaning	18.00
			<i>Inside and outside.</i>		
78	754	52	S Welsh	Bookings diary	5.00
79	755	54	SSAF	Parking sign	17.94
			<i>Disabled Parking sign</i>		
80	DD	34	Utility Warehouse	Electricity	89.84
			<i>December</i>		
82	DD	34	Utility Warehouse	Electricity	212.31
			Subtotal Cheque No. DD		302.15
TOTAL					4,575.91

Winterton PC Village Hall Fund
DRAFT RECEIPTS LIST: (Cheque order) Vouchers 50 to 100

Vchr.	Ref	Cde.	Name	Description	Amount
52	BACS	62	Norfolk Community Foundation	Grant towards hall floor	3,000.00
56	BACS	28	Winterton Parish Council	VAT Refund	137.55
			<i>Repayment from sum claimed by WPC</i>		
57	BACS	3	Winterton Marine Cadets	Hall Hire	528.00
			<i>2017-18 payment</i>		
			Subtotal Cheque No. BACS		3,665.55
53	CH 099	5	Winterton Quilters	Hall Hire returnable deposit	482.00
54	CH 099	8	Winterton Quilters	Hall Hire returnable deposit	66.00
			Subtotal Cheque No. CH 099		548.00
50	Ch 1389	38	Winterton WI	Donation	80.00
			<i>Donation from WI</i>		
55	CH 249	29	G Smith	Hall Hire returnable deposit	100.00
			<i>August 2018 Fayres</i>		
51	Ch 463	6	Friendship Club	Hall Hire	104.00
58	Direct pa	56	Santander	Bank Interest	4.74
TOTAL					4,502.29