

**Minutes of Village Hall Committee Meeting Held on Tuesday 15th May 2018
in the Village Hall at 11am**

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

1. Apologies for absence

Blue Jones, Val Green - indisposed. Jan Moore. Unanimously accepted.

2. Minutes of April meeting 2018

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

3. Matters arising - unless itemised for discussion later

- Resignation of Ayesha as Parish Councillor. Another Parish Councillor will need to be appointed to the committee. Chris Barlow suggested she continue to report to the parish council meetings pending a new councillor being appointed/another councillor is allocated to the Committee and will suggest this to the Parish Council.
- It was proposed to co-opt Ayesha Hammond Young as a non-councillor member. Unanimously agreed.

4. GDPR - Data protection update.

Sarah Welsh is compiling an audit of data held by the parish council and its committees. She asked members if they have any committee papers or documents other than copies of minutes and agenda, to let her know. Original papers should be held with the parish council files. Chris Barlow passed the original documents she holds to Sarah and will shred old bank statements and Christmas Fayre documents with personal data no longer needed. Sarah Welsh will be posting Privacy notices and policies for staff, councillors, committee members, and others and email notices on the website, copies will also be available from her as clerk.

5. Finance

- a) Draft Payments and receipts, bank reconciliation. Total payments since last meeting: £179.25; total receipts: £387.09. Bank Reconciliation to 15.5.2018: £17,519.42.
- b) Internal Audit report. The clerk read the notes from the report pertaining to the village hall: **Village Hall** Please note that as the Village Hall is a committee of the Parish Council, the Annual Return Governance and the Statement of Accounts include the Village Hall. The parish councillors are therefore considering the financial controls for all aspects of the Parish Council, including the Village Hall, when they complete section 1 of the Annual Return. **Contractors:** The village hall cleaner is also noted as being self-employed.
- c) Feedback from working group looking at Asset Register - a group of committee members met to look at the Asset Register and noted items that

could be removed, for e.g. the showers. A sum of £3000 is already earmarked towards a new kitchen or replacement equipment.

6. Incident outside hall reported last meeting - update

Chris Barlow read out the letter received from the Royal British Legion.

7. Hall Promotion - feedback from Norman Parcell, Ayeshia Hammond Young.

Norman Parcell has produced 'A Hall for All' poster and distributed them. He will make t2 larger posters for the Noticeboards outside of the hall.

8. Gift discussed at last meeting - update.

Chris Barlow showed the committee the items bought.

9. Maintenance and Risk Assessment

- a) Future Plans - feedback from working party looking at kitchen refurbishment.

Ayeshia Hammond Young reported Hammond Builders have provided a rough estimate of £15 - £20,000 for the replacement of the kitchen floor, extension and re-fit. Ayeshia, Di Jones, Michael Blake, Jean Neve and Norman Parcell will meet to look at kitchen plans.

- b) Request from In Bloom re hose reel - update. Jean Neve - the area needs to be measured before any work can be done.

- c) Regular maintenance - update: Keith Jones has concerns about sealing the floor. The committee acknowledged that it was a hall floor and will get scuffed over time. It was resolved not to seal the floor.

10. Future events

The Fundraising Events Group met and produced the following suggestions for the Christmas Fayre:

- Have a big focus on children
- Offer 2 tables for rent
- change the time to 12 - 4pm
- introduce an entry charge with free mulled wine

- Have a Hog Roast/Turkey Rolls on the green at no cost to the Village Hall, with 20% of takings to the committee. Ayeshia Hammond Young will book for the Christmas Fayre.
- Face Painting
- Use the side cupboard as a Santa's Grotto

Suggestions for other events included:

- Create a fundraising Facebook page with details of events
- Summer Fete with Dog competition in August with BBQ (Chris will ask Terry)
- Knit and Natter group
- Beetle Drive/bingo
- Murder Mystery evening
- Ask holiday cottages to advertise events

A further meeting of the group will be arranged.

Garage Sale

- Norman Parcell and Michael Blake will be away.
- The clerk will check if 1st Bus will be cancelling services into the village on the day and if so, notify residents via the Newsletter and posters. If not, order bollards from police.
- The event will need to be advertised in the Newsletter until the sale.
- Michael Blake will check with Ordinance Survey re maps of the village.
- Posters for the event were given to Michael Blake by the clerk for distribution.
- Dennis and Terry will be providing A boards to advertise the event.

11. A.O.B.

- Norman Parcell - the Parish Council successfully applied for a grant of £3000 for Cinema Club equipment.
- It was agreed that an individual who had approached Di Jones could borrow tables from the hall.
- The clerk will pass the contact details for Spectrum Hygiene to Di Jones so she can order the hand towels.
- The clerk will check if she has an inventory for the kitchen and let Di Jones know.

12. Next meeting: 19th June at 10.30 with special guest, tea and cakes.

Winterton PC Village Hall Fund
DRAFT RECEIPTS LIST: (Cheque order) Vouchers 3 to 20

Vchr.	Ref	Cde.	Name	Description	Amount
3	BACS	8	Sarah Baker	Hall Hire	195.00
			<i>Tai Chi retreat</i>		
4	BACS	8	D Harvey	Hall Hire	40.00
7	BACS	7	Parish Council	Hall Hire	125.00
			<i>2017-18</i>		
			Subtotal Cheque No.	BACS	360.00
5	Cash	26	Prayer and Praise	Hall Hire	18.00
			<i>Jan - March 18</i>		
6	Ch 153	32	Friends of Horsey Seals	Hall Hire	8.00
			<i>Charity</i>		
8	Direct pa	56	Santander	Bank Interest	1.09
TOTAL					387.09

Winterton PC Village Hall Fund
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 5 to 20

Vchr.	Cheque	Cde.	Name	Description	Amount
6	760	46	G Edwards	Window Cleaning	9.00
7	761	45	V Parker	Cleaning	63.75
			<i>April 7 1/2 hrs @ £8.50/hr</i>		
5	DD	34	Utility Warehouse	Electricity	106.50
			<i>April</i>		
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TOTAL					179.25

Winterton PC Village Hall Fund

	Bank Reconciliation at 15/05/2018		
	Cash in Hand 01/04/2018		
			17,619.63
	ADD		
	Receipts 01/04/2018 - 15/05/2018		472.22
A	SUBTRACT		18,091.85
	Payments 01/04/2018 - 15/05/2018		572.43
	Cash in Hand 15/05/2018		17,519.42
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	25/10/2015	0.00
	Current No 68155181	30/04/2018	15,046.53
	Deposit No 03695247	30/04/2018	2,664.15
B			17,710.68
	Less unrepresented cheques As attached		343.35
			17,367.33
	Plus unrepresented receipts As attached		152.09
	Adjusted Bank Balance		17,519.42
	A = B Checks out OK		