

**MINUTES OF THE MEETING OF THE WEST WINCH VILLAGE HALL MANAGEMENT COMMITTEE
HELD TUESDAY 11th June 2024 IN THE VILLAGE HALL AT 7:30PM**

PRESENT AND APOLOGIES

John Collier – Chairman; Rob Shaw - Treasurer, Danielle Thrower – Hall Manager, Alan Johnson, Shirley Broadhurst, Jean Kingston, Helen Watson, Sheila Reed, Sandra Ireland, Jill Findley.

Apologies: Sarah Burke, James Lockwood, Paul Moss - secretary

MINUTES OF LAST MEETING

It was agreed that the minutes of the Committee Meeting held on Tuesday 21st May 2024 be accepted as a true copy. Proposed- John Collier Seconded – A Johnson

MATTERS ARISING

John Collier – Chair offered Thanks to Paul Moss for the building of the new trial notice board which is to be installed on the edge of the field between Long Lane and Hall Lane.

Thanks then went out to Judy Jackson – Judy compiled a quiz which was available on the hall website for a £1 and all the proceeds were pledged to the Roof Fund for the village hall. The total raised from the quiz was £263.00 The hall wishes to pass on there thanks for the hard work put in by Judy and for her continued support of the village hall. Thank You.

There was then a discussion regarding the grass cutting on the playing field. This will be decided by the Parish Council.

To Discuss.

- a) The hall manager wishes to streamline the village hall booking process. This would lead to everything being on a system to simplify the process. All invoices to be paid equally, as at the moment it is all over the place, with weekly, monthly, and yearly payments. An online platform is an option that we can look into. The streamline process can be sorted out manually in the first place. A simplified form will be added to the website, and we will run with that at this moment in time.
- b) The holder of the master set of keys. There is a new cabinet to be fitted. JC will hold the master set due to the close proximity of his home.
- c) Paul and John will install the new key cabinet.
- d) To seek another quote for the installation of fire doors and shutters for the July deadline. Paul has been getting quotes, but we need to obtain two more.
- e) To ascertain the timeframe to installation of the ramp at the fire door at the rear of the hall. A quote has been accepted; a timeframe is now needed. Contractor will be contacted
- f) To discuss and accept PAT testing quote from JBT Electrical. This was agreed that this is required asap. The electrician will also test equipment for the current hiring groups as part of the arrangement. This has to be done by law and this was agreed by all.
- g) To discuss the notice board installation – This notice board will be a temporary/ trial board before the Parish Council invest in a purpose made notice board due to the cost - The use of the notice board will be for all – The Hall, The PC and William Burt social club. This will be installed by the Playing field group, The PC Handyman and Paul Moss – The board will be maintained by Paul Moss as he has volunteered.

To discuss new policies - Policies discussed and added to the website –

- Complaints Policy
- Environmental Policy
- Equality Policy
- Waste Management Policy
- Modern Slavery Policy

FINANCIAL REPORT

To observe and discuss the finer points of the Hall accounts now received.

Comments from the accountant – There is a regret that there is a deficit due to the exponential costs for this year. We will need to work on raising more funds for the hall – running costs etc.

There are some big bills to discuss and meetings to be held with current contractors, for transparency, to look at savings that can be made for the hall.

There is currently £23085 in the account as of 30th of May 2024.

There is also £500 in the savings account which will be added to as we progress.

Health & Safety Report – Paul has conducted some minor repairs in the hall including work on the picture rail and making it safe, fixing a fire door handle, fixing some coat hooks and hanging blinds on the front doors for the playgroup.

Further items to consider will be the notice board, Paul is happy to update it. The local surgery can also use it to advertise inoculations etc.

There are other quotes to obtain for the works required for the Fire Risk assessment.

Hall Managers Report –

New support group on a Sunday has been added to the ever-growing hire calendar.

The Play group will also be extending hours from September which will be good for us all.

There also needs to be a meeting with one of the hall groups, as there is need to make sure everyone uses the correct bank etc.

The point was raised that the First Aid box in the kitchen needs attention.

Website – can we have suggested updates from all please.

Future Events – nothing discussed referencing future events

Date of Next Meeting: - 9th of July 2024 at 7:30pm

MEETING CLOSED

Meeting closed at 8.43.

Approved Chair.....

Date -.....