

**MINUTES OF THE MEETING OF THE WEST WINCH VILLAGE HALL MANAGEMENT COMMITTEE
HELD TUESDAY 12th March 2024 IN THE VILLAGE HALL AT 7:30PM**

PRESENT AND APOLOGIES

Alan Johnson – Chairman; Rob Shaw - Parish Clerk; David Brownhill, Shirley Broadhurst, Jean Kingston, Jill Findley, Sheila Reed, Helen Watson, Sarah Burke, Michele Summers, Paul Moss, Danielle Thrower – Hall Manager

Apologies: Sandra Ireland

MINUTES OF LAST MEETING

It was agreed that the minutes of the Committee Meeting held on Tuesday 13th February 2024 be accepted as a true copy.

MATTERS ARISING

There were no matters arising.

CHAIRMAN'S REPORT

To note, that there is nothing to report on until we move forward with the trustee's meeting and a more stable ground to build on and to install a new Village Hall Committee in its place.

FINANCIAL REPORT

The Clerk stated, as per the report produced by the current interim clerk, the current balance of the account was. £26,761 as of the 11th of March.

There is still a large invoice to pay for Pristine Cleaning of £1088.

Bills paid recently: - Gas Bill for January £910, Repairs – vandalism / wea and tear - £117 and Boiler services -£264. Electricity of £794 – Which does cover three months.

INTRODUCTION OF HALL MANAGER

Michele introduced Danielle to everybody and explained that we interviewed in February for a new Hall manager, and we had employed Danielle as Susan's replacement. Danielle has come from a managerial background and has hit the ground running, doing a great job so far in her short tenure.

HALL MANAGERS REPORT

Apart from the regular hires currently, Danielle has taken on four single hires/events so far.

Danielle also pointed out that currently, the only night which wasn't being booked is a Friday and this may be to a high price being set for the whole night historically. Discussion took place to reassess this hire charge after some research into previous hires on a Friday and bring her findings to the next meeting.

REPORT FROM TRUSTEES RE: PROGRESS OF TRANSFER TO PC.

For Personal reasons the meeting had not taken place. The members of the Hall committee that are not trustees removed themselves from the meeting at this juncture to allow the trustee meeting to take place at that point. The decision of the trustees within this secondary meeting was unanimous in the transfer of the hall charity to the Parish Council as sole trustee. A separate set of Minutes will be available for this secondary meeting.

SAFETY MATTERS REPORT

Paul Moss informed us that he has done a basic H&S check within the Hall, and he has started a process of sorting the "Quick Wins" – correct labelling, making the Gas / Boiler services are up to date etc. The fire extinguishers have also been serviced. There will be a folder available to all users to allow them to know which processes are in place and this information will also be available on the new hall website.

It was considered that the new hall manager will take over the daily/ weekly/ monthly checks going forwards.

ITEMS TO CONSIDER.

- 1. Fire Risk Assessment – Discussed in Safety Matters
- 2. Paul Moss mentioned a flooded ditch, but it was not to be covered by this meeting and will be discussed in the future at a more suitable time.
- 3. A proposal for quotes for internal CCTV and an alarm system was put forward to protect the village asset.
- 4. The proposal for two new working groups within the hall for the purpose of fund raising for the required new roof and also the future expansion of the hall was put on hold until the new village hall committee is developed in the very near future.
- 5. The clerk has offered to build a new website for the Village Hall to make it easier to use for both the public and the current users. This will be a more dynamic website at a similar cost as the current one.
Once built, two or three people will then be trained to make sure it up to date on a regular basis.

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

MEETING CLOSED

Meeting closed at 9.10.

Approved Chair.....

Date -.....