

**MINUTES OF THE MEETING OF THE WEST WINCH VILLAGE HALL MANAGEMENT COMMITTEE
HELD TUESDAY 13th February 2024 IN THE VILLAGE HALL AT 7:30PM**

PRESENT AND APOLOGIES

Alan Johnson – Chairman; Rob Shaw - Parish Clerk; David Brownhill – Village Rep; Shirley Broadhurst – Village Rep; Jean Kingston – Village Rep; Jill Findley – Village Rep; Sarah Burke – Badminton Rep; Sandra Ireland – Each for All Rep; Michele Summers – Parish Council; Paul Moss – Parish Council

Apologies: Susan Holborow – Assistant Clerk – Judy Jackson – Village Rep.

MINUTES OF LAST MEETING

It was agreed that the minutes of the Committee Meeting held on Tuesday 9th January 2023 be accepted as a true copy.

MATTERS ARISING

There were no matters arising.

CHAIRMAN'S REPORT

To note, that on Friday 8th February the roof leaked again due to unprecedented rain fall in the morning, causing the light to trip. This issue has been resolved and we will monitor going forward. The Charity Commission issue is moving forward. More to follow with Cllr Moss

FINANCIAL REPORT

The Clerk stated the current balance of the account was £ 27,419.49 as of the 8th of February. There had been some large invoices to pay for the beginning of 2024. The Roof repair, Fire alarm test and electrical repairs. A high usage gas bill, plumbing repairs, and the cleaning bill. The income was short of the expenditure by just over £2000 for this reason.

BOOKING SECRETARY REPORT

There was no booking report / update due to the absence of the assistant clerk and no information had been passed on.

SAFETY MATTERS REPORT

Clerk Shaw presented the findings of last year's Fire inspection and stated for whatever reasons, this had not been completed. It was agreed that the clerk and Cllr Moss would revisit the outcome and put in place a plan to move this forward with the upmost urgency.

ITEMS TO CONSIDER.

1. Fire Risk Assessment – Discussed in Safety Matters
2. The Charity Commission – Cllr Moss discussed that he has been in touch with the Charity Commission to try and get the bottom of what is required by the existing trustees to ask the Parish Council to become the sole trustees.
This information was then passed to the trustees verbally and Mr Brownhill has taken it on himself with some assistance to get this matter dealt with.
3. The Booking Clerk / Hall managers position was discussed. The Clerk and Cllr Summers are holding interviews on the 14th of February to find new Hall Manager to take on the role as the current assistant clerk has resigned.
4. A price for the hall Wi-Fi has been put forward for the BT to come and survey, install etc. of £27.99 plus Vat per month. Then two more operators were suggested – UPP and LIGHTSPEED. Clerk to obtain costings from these operators to assess which is best for the Hall.

- 5. The Hall extension plans were shown by Cllr Summers to bring to the table a future discussion regarding the future of the hall. These plans had been put on ice in the past due to the cost's involved.
This will be revisited in the near future for quotes, analysis, and viability.

Date of Next Meeting: - 12th March 2024 at 7:30pm

MEETING CLOSED

Meeting closed at 9.05.

Approved Chair.....

Date -.....

DRAFT