

**MINUTES OF THE MEETING OF THE WEST WINCH VILLAGE HALL MANAGEMENT COMMITTEE
HELD TUESDAY 9TH JANUARY 2024 IN THE VILLAGE HALL AT 7:30PM**

PRESENT AND APOLOGIES

Alan Johnson – Chairman; Judy Jackson – Interim Parish Clerk; Susan Holborow – Assistant 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; Rob Shaw - Parish Clerk.

Apologies: none

MINUTES OF LAST MEETING

It was agreed that the minutes of the Committee Meeting held on Tuesday 7th November 2023 be accepted as a true copy.

MATTERS ARISING

There were no matters arising

CHAIRMAN'S REPORT

The roof has had a repair carried out in the area where water was pouring into the Boiler Room causing the electricity to short. Thanks to Susan Holborow who sorted out the roof quotes, organised the roofers to come out over the Christmas period and for getting the roof fixed in the worst possible weather of rain, high winds and cold. There is a 10-year guarantee on this repair.

FINANCIAL REPORT

The Interim Clerk stated the current balance was £28,671.46 but there is an invoice for the roof repairs for £4740.00 which will be paid tomorrow. The Social Club have just paid over £499 for the bar profits between October and December 2023 and this is the largest quarterly amount this year. Well done to Susan for getting the booking numbers up. We are running at a loss as the gas heating is very expensive and over £500 a month during the cold weather. The cleaning company is paid over £1000 per month as well but the hall is much cleaner now. Hire charges may have to go up again to cover this.

BOOKING SECRETARY REPORT

The prices increased for one-off hirers on 1st January 2024 and the website shows the new amount. Regular hirers will see the increase from 1 January 2025. The returnable deposit has also been increased. We need to look at the regular hirers agreement regarding damages as they don't pay a deposit. Damage has been done to the Gents wall when only a regular hirer was in the building. It was noted that there have been some draft documents created for various hall matters and the Interim Clerk will find them and circulate as necessary.

SAFETY MATTERS REPORT

Damage to toilet wall reported that morning.

Ceiling tiles above the stage have been repaired and/or replaced

Jean Kingston said there is a door screw standing proud and through the entire door which needs looking at.

The Interim Clerk said she had almost finished putting numbers on all doors and cupboards and this was a good way of finding out which door Jean Kingston was referring to in the future.

We had discussed either employing or having an on-call caretaker for the building as Susan Holborow had been called out every time the electrics had tripped out. This hasn't happened since the roof repairs were completed.

A phone needs to be purchased for call outs. We would need a rota setting up and volunteers to man the phone. We also need a list of people who are willing to meet the one-off hirers, open up the hall, show them around the hall, answer questions etc before handing over a key for the hirers to lock up and put the key through the kitchen letterbox.

ANY OTHER BUSINESS

- a) We need to raise funds for getting the rest of the roof fixed. It is very old and David Brownhill said it had been seen lifting up in windy weather. We need to apply for funding but also, we need to be seen by the funders to be trying to raise money ourselves and show that local people are getting involved.

- b) David Brownhill raised the matter of no public wi-fi in the hall. This is what the hirers want. He suggested the nursery are approached to enquire if we could donate towards their wi-fi costs and use that when they aren't in the building.
- c) Fire Inspection Report - the 2 shutters need replacing for fireproof ones. There are a number of doors to be replaced with fire doors. The cellar door and the access door to the bar need checking out. The new fire escape has a drop on the outside of the exit.
- d) The Parish Council is expected to agree to change banks to the Unity Bank next week. This can have a savings account paying over 2% interest. The Hall money is all in a current account paying no interest and those present were asked if we could go to the Unity Bank for the Hall, also having a savings account paying interest. It was agreed to go ahead with this.
- e) Charity Commission update. The Hall Management Committee need to formally deal with this and ask for the PC to be sole trustee. This is not something the PC can do for them as it might seem they are forcing the Hall Management Committee to hand it over to them. Rob agreed to speak with the Charity Commission for a way forward. Moving forward the sole trustees can then appoint a Management Committee to run the hall, raise funds etc.
- f) Sarah Burke asked if she would be allowed to have another member of the badminton club act as a substitute should she be unable to attend future Hall meetings. This was agreed by those present.

MEETING CLOSED

Meeting closed at 8.42pm

Approved Chair.....

Date -.....