
HEWISH & PUXTON VILLAGE HALL

Committee of Management

Christine Richardson (Chair) Sue Popperwell (Vice Chair) Richard Woolmington David Hares Roger Welch Pauline Pearce Donald Hill

Secretary & Treasurer: Donald Hill

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Minutes of the 1st Ordinary Meeting of the 2017-18 Committee of Management held on Tuesday 21st March 2017 immediately after the Annual General Meeting of the Committee

Committee Members are as Appointed and Elected at the AGM of even date and so listed in the Declaration of Acceptance of Office as appended to form part of the Minutes of that meeting. The objectives of this meeting are to appoint Officers of the Committee, note the present state of the agenda, and arrange the next meeting.

Present: Christine Richardson (Chair), Dave Hares, Pauline Pearce, Richard Woolmington, Donald Hill

26/17 ELECTION OF OFFICERS

Election was by discussion and unanimously agreed: **Chair:** Christine Richardson. **Vice Chair:** Sue Popperwell. **Booking Secretary:** Pauline Pearce. **Hall Keeper:** Richard Woolmington. **Secretary & Treasurer:** Donald Hill

27/17 APOLOGIES

Roger Welch, Sue Popperwell

28/17 APPOINTMENT OF AN AUDITOR

It was agreed that an auditor should be appointed and that the Committee would expect to pay for this service: also that Don Hill should approach Phil Smith of Blagdon, who acts as Puxton Parish Council auditor.

29/17 MATTERS CARRIED FORWARD TO BE NOTED

Lease/Purchase: A proposal has to be developed to send to the Landlord's agents. The next meeting date at 33/17 below will be critical in pushing the proposal through to completion in May - and certainly no later than June.

Mandate update: No update needed.

Online Banking: There are various safeguards surrounding 2-signature accounts (e.g. procedures for confirming actions via e-mail protocols). If Nat West offer an online facility for our type of account (not all banks do), it was agreed that one should be set up, principally to allow for the checking of direct hirer payments.

NSC Hall Licence: possibly needs updating; Don Hill to liaise with NSC Licensing to ensure that the licence we have remains current, after the change of contact details on it.

Boiler: Service (July) and oil supply arrangement is now via Western Fuel, of Bridgwater.

Advertising: The entry on HallHire.com is bringing enquiries. New advertising initiatives will be developed if they are deemed effective and affordable.

Outside Ground Maintenance - Dave Hares put John Keates, who looks after Wick St Lawrence churchyard, in touch with Don Hill. John is looking at the immediate back hedge trimming issue and at our need for a regular groundkeeper. It was suggested that he might also become the Hall's regular handyman.

Fire Assembly Point - The layout of the car park and entrance are not capable of prescribing a fixed assembly point.

Fire "Alarm" - to be purchased and fixed between kitchen door and hatch.

Safety Notices and Inspections - Key items to keep on top of and to ensure locations of, are Fire Equipment Use and checks; Escape Route access and checks; Medical Kit and Accident Book; Safety Log Book; Risk Assessments.

Toilet Repairs Surrounding woodwork rotting due to leaks; due for repair at a later date.

30/17 HALL NOTICES AND PROCEDURES

The old PC Village Green Notice Board is with Sue Popperwell. It is to be erected in Porch and to contain safety and procedure notices.

31/17 HIRINGS

Casual hires are increasing and Pauline is very positive about seeing future growth of regular hirers too. We don't as yet have enough post-November data to establish a trend.

32/17 ADMINISTRATION AND FINANCE

St Anne's Pre-school: At the end of the AGM, Leslie Evans provided Christine with a two-sided hand written note to be read to this meeting. Christine read it out and it is attached to form part of the minutes of this meeting. Rather than repeating the ins and outs and acrimony of the AGM, the meeting agreed that Christine should try again for a face-to-face meeting, between Pre-school and Hall Committee representatives, to pursue a constructive way forward.

33/17 ANY OTHER BUSINESS

There was no other business.

34/17 DATE OF NEXT MEETING

25th April 2017 at 8pm in the Village Hall

The meeting closed at around 9.15pm

e-mail sent after last letter received (Jan. 17.)

We have told you we need 2 sessions per week - Wed. & Thurs.

We have revised our term dates so that we will be in the hall each day booked.

Term dates:-

May: 3, 4, 10, 11, 17, 18

$$6 \times 13 = 78$$

June: 7, 8, 14, 15, 21, 22, 28, 29

$$8 \times 13 = 104$$

July: 5, 6, 12, 13.

$$4 \times 13 = 52.$$

total: £ 234.

STOP using 10 Park Rd. as an address to send recorded delivery - private address. CONVERSE by e-mail to COMMITTEE at stannespreschoolplaygroup@gmail.com

POINTS FROM LETTER:-

- Hall is rented between 9-2 → 5 HOURS.
- You are suggesting an increase of 92.3% without notice.
- What committee meeting on 8th Mar.? What you mean is a meeting of some officers ONLY. An elite few - some of which do NOT even like children!
- Hall is meant to be a charity - NOT profit making.
- Staff must be paid at preschool - LEGAL REQUIREMENT. (+ Holiday pay.)
- only have heating on in hall for a maximum of 1/2 our rental.
- Next year at £13 per session you should have ≥ £850 from preschool.


- It cannot cost over £5 to heat the hall.
- Preschool has village children.
- No other group renting has village people.
- It is a VILLAGE hall and should be used for the village - primarily.
- Storage: Will gladly move back to the comm. room but had assumed the ceiling was to be restored.
- $\frac{1}{4}$ of the room should be possible, but please remember the small tables are used by all casual users doing children's parties.
- Lastly & most importantly - the hall committee is made up of the officers + a representative from each organisation. Any rent increase is discussed with all the committee. What has happened to our committee which I have sat on for the last 10-15 years?
- This is to be read at the meeting tonight.
To All.
All ears.

I would like to call into doubt the validity of the committee meetings that have been held, the decisions made and in fact the validity of the committee as it stands.

All ears.

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1029840 -
ST ANNES PLAYGROUP AND TODDLER GROUP

DUE DOCUMENTS RECEIVED

Contact

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BS49 5HN

Tel: 01934834867
Email: stannes@talktalk.net
Website:

Trustees

Click on a trustee to show other charities for which they also act as trustee

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