

## Leonard Stanley Village Hall Management Committee

### Minutes of meeting held on 1/10/08

**Present:** L. Craddock, M. Cunningham, M. Forder, R. Helson, M. Kerry, M. Mukasa, D. Newton, D. Turner, G. Walker

**Apologies:** A. Blythe, D. Collins, P. Hearne, P. Herbert, M. Rumsey

**Minutes of last meeting** were signed as a true record.

- It was noted that anyone who failed to attend the AGM without announcing their intention to continue as a trustee is technically no longer a trustee. M. Mukasa has written to those concerned inviting them to contact the committee if they wished to continue as trustees.

#### **Treasurer's Report** (see attached)

- Balance of £13,787.
- Building insurance has increased by £100.
- Payment still awaited from SDC for the new cooker. D. Newton has been pursuing this matter.
- £1638 is still to be paid for the new floor in the Social Club. It was suggested that the Parish Council be asked for a contribution. **Action: M. Forder**
- Income during August and September has been low.
- Insurance company has advised that an updated electrical inspection is due. This will cost £300.
- Bank details needed from Gary when he takes over as cleaner. **Action: D. Turner/G. Walker**

#### **Hall User Issues**

- Art group is happy with the hall. Marjorie Cunningham will try to recruit a member for our committee.

#### **Social Club Report**

- Work on the floor was completed during summer
- Bar and sink have been moved and the area is much improved
- Healthy membership of around 100 plus a new skittles team
- Smoking canopy has not been forgotten. Planning permission may not be required but a proper specification needs to be produced

#### **Bookings Report** (see attached)

- Slow during August and September, but bookings picking up for October

#### **Administration**

- It is hoped that SDC will pay entire cost of new cooker
- Fundraising and donations. D. Newton stated that we need to seriously seek to increase our income to offset increased maintenance costs. Heating system needs replacing. He suggested more extensive advertising and promotion of the facilities to potential users, not only in the Newsletter but by other means too. M. Forder

agreed to take on this role and will work with M. Kerry to update existing materials. **Action: M. Forder/M. Kerry**

- A user group are thought to have been smoking in the hall. M. Mukasa will write to remind them of the regulations **Action: M. Mukasa**

### **Roles of Trustees**

- At present the burden of Vice Chair/Acting Chair is too heavy and D. Newton stated that he intends to stand down from this role at the end of the year. He is prepared to oversee the bigger maintenance issues as he is the best qualified to do this.
- There is a need for someone to take on responsibility for fundraising and for all trustees to understand what their commitment involves so that the load is spread more evenly. See attached a document produced to promote discussion about this matter.
- L. Craddock offered to oversee the maintenance of the outside area of the Village Hall.
- M. Mukasa has resigned from the Parish Council. As she was the PC's representative on the committee, she will no longer be fulfilling this role. M. Forder offered to take over secretarial duties and all were in favour.
- Further trustees will continue to be sought to strengthen the committee. WI and the PC could both provide a second member **Action: M. Forder, M. Kerry**
- D. Newton suggested that we discuss the possibility of having quarterly meetings at our next meeting.

### **Maintenance and Building Issues**

- Leaze Room floor – already minuted
- M. Kerry will shortly be stepping down from her cleaning duties but wishes to continue as booking clerk. G. Walker has agreed to take over the cleaning duties.
- D. Newton and D. Turner will meet to discuss new roles

### **Any Other Business**

- Flickering light in hall to be replaced **Action: D. Newton/ G. Walker**

## **Date of Next Meeting**

**Wednesday 19<sup>th</sup> November 2008 at 7.30 p.m.**

If you would like anything put on the next agenda please let me know by Wednesday 12<sup>th</sup> November.

Mair Forder Tel 827257