

## Lawshall Village Hall Management Committee Meeting Monday December 3<sup>rd</sup> 2018 – Notes

**Apologies for absence:** Rosemary Riches

**Present:** Ian Carrington, John Chappell, Ian Copping, Julian Delefortrie, David Henderson, Jenna Kitchen (in chair) Karen Wilcox. Bryan Adams, John Clark, David Griggs, Dorothy Griggs, Wendy Harris, Andy Irish, Darren Marshall, Jeremy Parsons,

Minutes of previous meeting on 3<sup>rd</sup> December were approved.

### 1. Matters arising:

200 daffodil bulbs have been planted. There are still more to plant.

Notice boards – Babergh won't let us have S106 funds, even though £2000 there for us, as not considered recreation. Ongoing issue.

Minutes – Rosemary Riches will take and distribute minutes in future, away this time.

Children's supplies from toddler group – have now cleared what they want to clear. Remainder can be used or redistributed. Issue of return of keys raised ACTION: contact Emma for return of Keys.

Oil survey has not found any leak – to be finalised soon and caps removed.

- 2. Finances:** Books audited by John Parker, he found some of the discrepancy, £9.50 was written off. In 2017 excess income was £700.90, in 2018 excess expenditure was £1000 – this was made up by drawing from lottery fund.

R&A holding its own, Adverts up. Energy expenditure down.

Hall hire 2017 = £6121, in = 2018 £4666.

Bank balance is down to £3408; total Cash available £3666.89. Lottery account £8850.00

### 3. Hall maintenance:

Consider installing sensor/light to illuminate tank. + Broken light to be replaced. (ICarr/ JD)

Gents toilet light switch did not work out. Seems to be being left on less – monitor for now.

- 4. Grounds** – daffs showing, some trampling by football playing children. Grass cutting ready to start when needed.
- 5. Bookings:** 2 this month, 2 next month. Some from Catholic church especially from May onwards. Local elections also in May.
- 6. R&A:** New person still needed to manage adverts. Dave will stop after the end of May.
- 7. Lottery:** balance £9000. Rising to 106 players.
- 8. Website:** Hosting increased to £106.79 per year. Jenna to connect with Mike Pepper (esp re pictures). O/S item: Google prospects – Jeremy and Jenna to work on this.

**9. EVENTS: Quiz: £85 profit**

Possible WI Crafter tasting day in June.

Garden club had a successful year, will use the hall regularly

**10. AOB**

There had been a booking with not enough chairs as they had been borrowed, spares are locked in room as they had been vandalised.

GLT have requested 10 padded chairs for 14-18 March. Current policy says only lend out wooden chairs. **Review / Update policy - any padded chairs lent out for indoor use only.**  
**Karen** to add note to invoices asking hirers to let us know if they need more chairs.

New Chairperson needed for VHMC

Security: Key safe number needs changing (JD) ,

Land survey request for phone mast – passed to Lawshall Trust – will decline

Consider paper bank, income previously went to school. Textile bank gives most income.

Expenditure request: New Mop/bucket – efficient system £70 Amazon – permission granted.

Rosemary Riches willing to take and distribute minutes.

Review of constitution of VH – Andy Irish, still being considered. Next meeting of Lawshall Trust is in May 2019.

**NEXT Meeting 7pm 3<sup>rd</sup> June 2019**

**Review caretaker salary**

**Investing lottery funds ? premium bonds**

**Formal AGM aspects.**