

Lawshall Village Hall Management Committee

Monday 2 December 2019 @ 7:00pm

Present: Jenna Kitchen – Chair, Karen Wilcox, Rosemary Riches, Julian Delafortrie, Jeremy Parsons, Darren Marshal (representing Sharon) Ian Copping, Ian Cunningham – joined later

1. **Apologies for absence**

No formal apologies received

2. **Approval of previous minutes**

The previous minutes were approved.

3. **Matters arising**

Padded Chairs – There are now 70 serviceable chairs and 20 chairs with no feet.

It was agreed that the padded chairs should no longer be loaned out.

Review of VH Constitution – This still rests with the Lawshall Trust. **Jenna to email Andy Irish**
The Charity Commission has been updated for a further year.

Keys – It was agreed that there should be a log of who has keys to the VH and that people need to sign for the keys. The key in the key safe must remain in situ. (WHO?)

Insurance – Karen has spoken to the insurers regarding the pot holes in the Car Park. The response was that the VH are only responsible for liability if an injury is due to bad upkeep of the Hall. Groups using the Hall require their own liability insurance.

4. **Finances**

Karen had presented an Income/Expenditure account. It was noted that there is a deficit in Income to outgoings which began in June/July but which is covered by lottery money. It may therefore be necessary to transfer some lottery money over to the VH account at the end of the year to offset the deficit.

Paperwork has now been sorted with Barclays Bank to enable Rosemary to become a signatory on the VH account. The change had to be linked in with the Charity Commission.

An invoice has been sent to the people responsible for the damage to the Village Hall. If payment has not been received by tomorrow, Jenna will email a gentle reminder to the people concerned.

Easyfundraising, which was set up by the W.I. Has now been transferred over to the Village Hall Bank Account. **Clarification to be sent out regarding how Easyfundraising is accessed.**

5. **Hall Maintenance**

Julian has undertaken a lot of the maintenance required within the Hall. It was reported that the Fire Door in the Jubilee room is very stiff. **Fire Door to be checked out.**

6. **Grounds**

A work party took place on 30 December and there was a good clear up of the VH grounds. Tarmac was put into the potholes in the driveway but 5 more bags are required. It was noted that a "Thumper" would be helpful to spread the tarmac evenly and securely.

7. **Booking**

Apart from the booking for the forthcoming election, there are only the usual seasonal bookings. Darren is still hoping to use the Hall for an Activity Camp sometime in January. Rosemary mentioned hiring the Hall in the Spring for a Band in which her son plays. People attending would bring their own drink and nibbles.

This was in essence felt to be a good idea but possibly needs some negotiation on price with the Band (currently £250 was mentioned) – Further discussion needs to take place on how the event will be promoted, cost of admission and whether the Hall has a temporary entertainment licence or if the Band has such a licence. **Rosemary to discuss further with her son.**

8. **R & A.**

There is still enough income from advertisements to cover the cost of printing. Leanne is managing the advertisements well.

9. **Lottery**

Money is still coming in well. Progress of investing some of the lottery funds is not yet known. **Await report from John Chappell**

10. **Website**

Jenna to talk to Mike Pepper about how to make the latest news on the website look current. Jenna confirmed that there is an easy link on the site to the R & A magazine. It was noted that the leaflet included in this month's magazine regarding the Bowls Club dropping to twice monthly will mean a revision of Hire Charges..

11. **Events**

Turning on the Christmas Tree Lights and Carol singing takes place this Saturday on 7 December. Jeremy will provide Carol Sheets.

Lawshall Ladies will provide the refreshments and depending on how much money is made on the night will give a donation to the VH.

A donations box will be placed near the door as there will be no charge for admission to listen to the Pop-up Choir.

Darren and his son will put tables and Chairs out early Thursday evening.

Christmas Quiz. It was felt that this has not yet been well advertised so Karen will make 20 posters to be placed in various strategic places.

It was noted that a Projector will be required by Sarah and Jon Warboys who are facilitating the quiz.

Christmas Tree Festival – Lawshall WI are already decorating a tree hoping to also promote their new Group Lawshall Ladies.

The VH will not be decorating a tree but FOC will be doing so.

Possible future events – Wendy had previously discussed holding a race night – **this is to be followed up.**

Consideration to be given to holding a Crafts Day - **to be discussed at inaugural meeting of Lawshall Ladies on 8 January 2020**

12. **A.O.B.**

WiFi – Julian informed the meeting that Open Reach informed him that additional work is required before they are able to provide a service – there is currently no phone line to the VH. More information will be available on 6 December.

The WiFi will need a password and only the responsible admin person will be able to change the password.

The Christmas Tree has been paid for and will be arriving at the VH on 3 December ready to be decorated on 4 December. A Tree has also been offered for 2020.

Quiz Donations of raffle prizes required for the quiz.

Cubs/Scouts Jeremy to look at running a Village Cub/Scout Group.

The next meeting of the VHMC will take place on 2 March, 2020 at 7.30pm when discussion is to take place whether 3 monthly meetings are working effectively.