

Lawshall Village Hall Management Committee

Monday 2 September 2019 – 7pm

Present: Jenna Kitchen – Chair for the meeting, Karen Wilcox, Rosemary Riches, John Chappell, Julian Delefortrie, Andrew Irish, Jeremy Parsons, Paul and Sue Ricketts, David and Dorothy Griggs, Wendy Harris

1. Apologies for Absence

Ian Carrington, Ian Copping, Sharon Marshall

2. Minutes of the last meeting were approved.

3. Matters Arising

It was agreed that padded chairs can be hired out at a cost of £1.00 per chair and folding tables at a cost of £1.50 per table with a deposit of £50.00 – **Website to be amended. JK**

Andy Irish is to obtain a copy of the VH Constitution. It is possible that the Lawshall Trust could say the VHM is breaching the agreement by not having a Chairperson but this is unlikely to happen.

The Constitution cannot be amended if there is no Chairperson. The way round this is to have a “Rolling Chairperson”. This was agreed. **Website and R & A to be amended to that effect. JK**

There needs to be a minimum of 7 people on the Committee in line with the Charity Commission.

Karen Wilcox updates the charitable information yearly.

Keys. JK to send an email to Ian Carrington to clarify the issue of who currently has keys to the Village Hall (were toddlers group’s keys returned?).

4. Finances

Karen Wilcox informed the meeting that the books did actually balance at the last meeting.

The balance sheet currently shows an excess of £21.55.

The Lottery account stands at £9,786.00.

It was agreed that Rosemary Riches would be the second signatory on Cheques. Karen to arrange.

Andy Irish to look into whether a proportion of lottery funds can be invested.

Paul and Sue Ricketts were informed about how to join the Village Lottery.

5. Hall Maintenance

The toilet seat and the light switch have been changed in the gents toilet.

The water system had been vandalized over the Bank Holiday weekend but has now been fixed.

6. Grounds

The grass has been cut and Julian Delefortrie cut the hedge about 8 weeks earlier. He will do so again before the onset of winter.

It was noted that no ground maintenance has been paid yet this year as no bill has been presented for payment.

7. Bookings

There are two party bookings in the next 3 months.

Invoices will shortly be sent out to those groups paying on a 3 monthly basis.

It was agreed that Lawshall WI can book the Hall free of charge for 4 hours on 5 **October for a Macmillan Coffee** morning to raise money for cancer research.

It was further agreed that when Lawshall WI folds at the end of the year, a Lawshall Village Hall Ladies Group can be formed and be affiliated to the VH. The ladies group would have no need to hold regular meetings in its own right. Money currently being raised by the WI through Easyfundraising,, and other means will then be donated to the Village Hall.

It was also agreed that the new Ladies Group can hire the Village Hall for meetings at a 50% discount to be reviewed after 6 months taking into account their use of the hall and income received by the village hall from their activities – this need to be in the Halls' favour.

8. R & A

Leanne Hornsby is to take over advertising management. Jenna has a meeting with her on Wednesday. It was suggested that both the WI Book Club and the Swan Crib Team should contribute a monthly report to be included in the magazine.

9. Lottery

Income from the Village Lottery continues to increase.

Sue Ricketts volunteered to take over collecting lottery money in Lambs Lane. **Spreadsheet to be amended.**

10. Website

The Website has now been updated by the website designers at a cost of £50.00

11. Events

A request is to be made in R&A for a Christmas tree to be donated to the Village Hall.

Carols around the Christmas Tree and the switching on of the Christmas Lights was agreed to take place on **7 December at 6pm.** Lawshall Village Hall Ladies to provide refreshments.

Julian Delefortrie will ask Preston Choir whether they are prepared to put on entertainment after the Carols The Committee will meet on **Wednesday, 30th October, 7pm at The Swan** to finalise the arrangements for Christmas. Quiz to be on **15th December** –confirmed .

12. A.O.B

It was noted that the Village Hall lost a booking, probably more, as there is no available WIFI.

After some discussion it was agreed that Julian Delefortrie would investigate whether it would be financially viable to install a WIFI system into the Hall. It was noted that the Hall has recently received donations of £60 which could be used to offset the installation of a WIFI system and that the Hall should absorb subsequent monthly rental costs.

Jenna referred to an email received from Sharon Marshall requesting the possibility of a group of Police Cadets staying in the village hall overnight from 4pm to 12 noon the following day. Karen to check the Insurance regarding this. It was noted that there will be adults present at all times.

It was suggested there should be a charge of £150.00. **Karen to follow up**

David Griggs raised an issue of children playing in the Village Hall Car Park after school whilst groups are meeting in the Hall causing a risk of an injury to a child when cars are leaving and a risk of damage to cars from children's scooters. It was agreed that it was a parental responsibility to safeguard their children and that it would be a private prosecution between car owner and parent if a car should be damaged as the insurance only covers the inside of the Hall. **Wendy Harris** agreed to go to the Village Hall at 3.30pm next Tuesday to talk to parents about the concerns. If this is not successful a Flyer will be produced to place on the windscreens of parents vehicles.

It was agreed that the children should be allowed to use the toilets in the Hall provided that they are not causing damage or making a mess.

Date of next Meeting: Monday 2nd December 2019