

**The Redlake Valley Village Hall  
Ordinary Committee Meeting  
Tuesday, 22 May 2012 at 7pm  
AGENDA**

**Present:** Richard Barthram, Ian Campbell, Liz Campbell, Di Cosgrove, Patrick Cosgrove, Simon Jameson, James Middleton, Christine Page, Beryl Palmer, Christine Rogers, Jim Rogers, Peter Sherman, Becky Whitton, Carolyn Wilde

**Apologies:** Sharon Barthram, Helena Lane

Member of the public present: Beryl Palmer, Carolyn Wilde

**Election of Chairman & Vice-Chairman**

Chairman – James Middleton (Proposed by Ian Campbell, seconded by Di Cosgrove)  
Vice-chairman- Ian Campbell (Proposed by Di Cosgrove, seconded by Becky Whitton)

**Appointments of Treasurer, Secretary & Bookings Secretary**

Treasurer – Jim Rogers (Proposed by Becky Whitton, seconded by Di Cosgrove)  
Secretary – Patrick Cosgrove (Proposed by Ian Campbell, seconded by Becky Whitton)  
Bookings secretary – Beryl Palmer (Proposed by Jim Rogers, seconded by Di Cosgrove)

**Note:** PC agreed to act as Secretary with the proviso that at future meetings he would not need to read out previous minutes. Instead, it would be assumed that all attending had already read the minutes and action points would be a standing item after 'matters arising'. This was agreed.

**Minutes of the Last Meeting:** These were read out

**Matters Arising (where not covered on the agenda)**

JM would investigate the cost of heat recovery fans . ACTION JM

IC proposed that the minutes be accepted, JR seconded. The chairman signed and dated them.

**Old Hall Accounts & Minutes**

These would be held in the filing cabinet in the boiler room (although Caroline Wilde W borrowed some minute books and photos for research purposes – to be returned by/at the next meeting ACTION CW

RB questioned the need for the cabinet as it takes up space, but the general feeling was that it was useful for holding miscellaneous items e.g. instruction manuals for equipment

**RHI Approved Person (income for heating)**

JM pointed out that returns have to be carried out accurately and within a specified time period in order to recoup income. As it is not entirely straightforward to change named person's details, login etc, Christine Page agreed to continue with this responsibility even though she would not be serving on the committee this year – unanimously agreed and thanks expressed.

## Wood Pellet Order

Countrywide Stores currently offer a 10% discount, so JR will order two tonnes and JM will collect them from Knighton.

ACTIONS JR/JM

## Kitchen: shutters, dishwasher & fridge

Amongst those who regularly use the kitchen there is widespread approval and satisfaction for the new equipment. New lighting arrangements are probably not required but this will be kept under review.

## Heating: update / how to turn on out of season if needed / when to use boiler vs overhead heaters

After some discussion it was thought preferable that once the boiler has been shut down for the summer, unless a spell of cold weather coincides with a string of bookings it is more practicable for the electric heaters to be used for one-off events when the weather is chilly. Therefore the boiler room will generally remain locked for security purposes. However, this will be kept under review by regular users. As instruction in the use of the boiler was not thought necessary, JM will provide some printed instructions. He will also buy another key for the boiler room for the Secretary's use.

ACTIONS JM

## Hall Improvements / Maintenance:

- **Signage / lights on road to help new people find the hall at night:** Taking electricity to the gate or notice board was considered too expensive. IC will investigate a power source to the light at the beginning of the hall drive to see if the arrangement can be improved. BW and LC will investigate reflective signs for use on the road.  
ACTIONS IC/BW/LC
- **Tarmac outside hall:** Although not in a good state, it was considered not so poor as to justify major expenditure but will be kept under review.
- **Replace 4 x large tables:** More tables would be useful for well-attended events. JR will find out the costs: for decision at the next meeting.  
ACTION JR  
(in order to assist a decision on the next item, JR circulated a budget for the coming year and explained his assumptions – see below for details)
- **Cleaner:** The need for a thorough biannual clean was generally agreed so DC and others will ask people who clean locally  
ACTION DC et alia  
BP asked if her services as housekeeper were still required. All agreed that they were essential and gratitude was expressed to her for this.
- **Gun Club scraped & repainted kitchen & fire exit door:** JM explained how the Gun Club has fitted new fire-exit doors and carried out other maintenance tasks. He expressed the opinion that this continued function in lieu of hall hire charges was a good arrangement. This was unanimously endorsed.
- **Marketing the Hall / Website:** The ensuing discussion suggested that a wider debate on websites emanating from the village is necessary. In the meantime, because Christine Page has already created a static website that can be immediately launched at negligible cost and with minimum maintenance, she will set this up. Thanks were expressed.  
ACTION CP  
More discussion is still required on marketing the village hall.
- **Queen's Diamond Jubilee bonfire 4 June on Caer Caradoc:** An event group led by Christine Oakley has facilitated events across Sunday 3<sup>rd</sup> and Monday 4<sup>th</sup> June. All village groups have made financial contributions. On 3<sup>rd</sup> there will be a village procession to Caer Caradoc for a BYO event including games, 'fizzy' toast and bonfire – transport provided. On 4<sup>th</sup>, the 'Official Beacon' will be lit at (probably) 10.25

pm: Note: this will not be visible from the valley floor. JM requested retrospective approval for the Village Hall's contribution in the form of payment for event insurance: proposed by JR, seconded by SJ.

- **Village Hall Anniversary w/end 14/15 July:** Ideas have been circulated but so far only a Saturday night band has been booked - Sultana Bros 9.30pm (financial contribution from Rankin and Lilian Lewis gratefully acknowledged). Various decisions/actions agreed:
  - IC investigate availability and cost of lights
  - entrance fee will be £4 by advance ticket and at door (subject to upper limit of 120 people); IC to inform band of this decision
  - JM to handle advance ticket sales
  - JR and CR to print tickets (including 10.00 entrance guarantee warning)
  - start time 8.30 pm (no decision taken on whether some form of 'warm-up' act or activity required)
  - PC, DC, BW, PS to run bar and provide nibbles (IC to buy a barrel of beer)
  - Entertainment Committee to arrange publicity and also some form of celebratory event earlier in the day that will involve local groups publicising their 'wares'. Former residents of the village to be identified and invited.
  - **ACTIONS: IC/JM/JR/CR/PC/DC/BW/PS**

### **AOB**

The previous discussion had highlighted the need to resurrect the Entertainments Committee. This was done with the following people agreeing to be part of it: Jim, Christine R, Peter, James, Di, Becky, Peter, Ian, Liz (?), Richard, Sharon. A meeting was set for Tuesday 5<sup>th</sup> June – 7.30 in the Village Hall.

James then made a short speech to express the heartfelt thanks of himself and all those who had served on the VH committee in recent years to Christine Page for her dedication and tireless efforts to set up the administration and physical well-being of the village hall to the exacting standards now enjoyed. This was endorsed by all present and an apple tree was presented as a symbolic first tree in the orchard she is planning.

**Date of Next Meeting:** Tuesday 2<sup>nd</sup> October 700 pm.

### **Note:**

1. Helena Lane had submitted a trustee application form but was unable to attend the AGM immediately prior to this meeting, nor to this meeting. However, she has subsequently confirmed that she wishes to be a trustee and this has since been confirmed.
2. Following the meeting a few miscellaneous items that were no longer required were auctioned to the highest bidder, anything unsold being taken to a charity shop.

## Proposed Budget 2012-13

### Income

PV Panels	£1,350.00
Pellet Boiler	£180.00
Hall Hire	£650.00
Entertainment	£1,500.00
	<b>£3,680.00</b>

### Expenses

Insurance	-£337.00
Utilities	-£150.00
Electricity	-£200.00
Maintenance	-£350.00
Contingency	-£1,000.00
	<b>-£2,037.00</b>

### Unrestricted

<b>Funds</b>	<b>£1,643.00</b>
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### Notes:

1. PV income August – April £815 represents 60% of annual generation. A full year can be expected around £1,350 - £1,400
2. Pellet boiler ran for two months and burnt 2,500 kWh, so might be expected to burn 6000kWh in a full year. At a net return of 3p a kWh after purchasing pellets a full year income of around £180.
3. 2011-12 hall hire was £612 allowing for the small increase in rates towards the end of the year I have a budgeted £650.
4. Entertainment was £1,678 last year down on the previous year despite putting on extra Food n Flicks. Allowing for less Food 'n Flicks this year I have budgeted £1,500.
5. I have not assumed any donations.
6. General costs I have increased by around 10%
7. I have taken out a £1,000 contingency as per the new Finance Policy.