

## REDLAKE VALLEY VILLAGE HALL COMMITTEE

### MINUTES OF MEETING HELD ON

Tuesday 26<sup>th</sup> March 7.00 pm

**Present:** Richard Barthram, Ian Campbell, Di Cosgrove, Patrick Cosgrove, Simon Jameson, James Middleton, Christine Rogers, Jim Rogers, Becky Whitton

**Apologies:** Helena Lane, Peter Sherman

**In attendance:** Beryl Palmer

#### 1. Actions from the previous meeting if not on the main agenda:

- reflective sign: this item was somehow overlooked – c /f **ACTION BW**
- communal hall clean: Beryl proposed 2.30 pm on Monday 8<sup>th</sup> April
- additional glasses cabinet: Beryl and Patrick will meet asap to look at possibilities, which, if taken forward, might release space in the kitchen for recycling bins **ACTION BP/PC**
- old notice board: Patrick will renovate it and attach it to the right of the VH door for standing item notices e.g. hire fees, key holders etc. He will try to do it before 4<sup>th</sup> April to demonstrate to the Parish Council that their property is still useful **ACTION PC**

#### 2. Treasurer's report. Jim tabled his report (attached), the significant points of which were:

- Renewable Heat Incentive and Feed-in Tariff income was noticeably high at £1,952, compensating for reductions in income from hall hire fees and entertainments (only one Food and Flix held)
- Sultana Bros event was very successful and therefore profitable, and a repeat is maybe worth considering
- capital expenditure is high because of the purchase of new tables and chairs, and there is still the new notice board to pay for
- available funds stood at £2,284

The rising level of reserves was discussed. Although there was an argument to reduce it to, say, £2,000, in the light of probable Environment Agency inspections in the area of sewage discharge into the river, that decision was not taken in case a new septic tank or similar were required. In that event, grant funding would be sought to reduce the call on VH funds.

**3. Flicks update.** On behalf of Peter, Becky reported that there was little to report. Patrick suggested that some film choices could be of books that the Chapel Lawn Book Group has read as this might ensure a nucleus of viewers. Becky would be happy to consider this when those who choose the films next get together.

**4. Grant application for car park lighting.** Becky tabled Peter Sherman's report (attached) on his successful acquisition of £4,340 from the Big Lottery Grant fund to pay for a lighting system for the hall car park. There is a requirement to embargo this announcement until after 9<sup>th</sup> April, so committee members were asked not to discuss it externally, and these minutes will not be made public until then.

**5. Double-glazing unit replacements.** Patrick had obtained three competitive quotations to replace two faulty window units. It was agreed to offer the work to RedKite Manufacturing of Newtown. Patrick will confirm this, but explain that the work cannot be carried out until the vegetation has been cleared to provide access to one of the windows. **ACTION PC**

**6. Clearing shrubbery.** James will arrange for the vegetation and small trees to be cleared from the side of the hall facing the river. He will give priority to creating access to the rear window in order that the double-glazed units can be replaced. **ACTION JM**

**7. Pellet boiler – are the new arrangements working well?** The Pellet boiler is working much better than before but there may still be a leak in the plumbing. Beryl will ask Steve Daniels to take another look.

James will order three tons of pellets this summer once the price has dropped **ACTIONS BP/JM**

**8. Replacement notice board.** This has now been installed. The committee considerable expressed satisfaction with it. They asked Patrick to convey their thanks to the Parish Council for part-funding it and to Jeremy and Sam who had designed and made it. Beryl and Simon had noticed that some users were attaching notices with staples rather than drawing pins, which is causing damage. Patrick will buy a small notice directing that only drawing pins be used. He will also source appropriate pin-board material as that will act as a disincentive to use staples (and will be easier for those whose thumbs are not strong). Jim will arrange payment. As a personal contribution Jeremy has offered to make glazed doors for the notice board. The committee asked Patrick to accept this kind offer and, again, express their thanks. **ACTIONS PC/JR**

**9. Request for a flipchart.** A local resident had suggested that a flipchart easel would be a useful piece of equipment. It was agreed to buy a good quality model for around £80. . Patrick and Beryl will find out prices. Once purchased, Becky will added it to the list of facilities on the website, pointing out that users will be required to provide their own paper and markers (**afterthought:** dry-wipe pens only if using it as a white board – PC). **ACTIONS PC/BP/BW**

## **10. AOB**

Ian will advise Jim on the purchase of a suitable connector so that sound from laptop computers can be passed to the VH sound system. **ACTIONS IC/JR**

Ian will arrange a session on the use of the sound system for those who would like to know how to use it. **ACTION IC**

On behalf of a local resident, Di asked if the committee thought that a regular 'pub night' would be a good idea. It was agreed that a trial would be conducted, but no commitment to regular events would be made at this stage. **ACTION ENTERTAINMENTS COMMITTEE**

On behalf of the WI, Di asked if the committee wished to work with the WI again on the next Christmas party which will be on Saturday 14<sup>th</sup> December. This was agreed on the condition that tickets will be sold in advance. The Entertainments committee will take this forward. **ACTION ENTERTAINMENTS COMMITTEE**

Di informed the meeting that later in the year the WI would arrange a small celebratory event to mark the planting of a Queen's Jubilee Tree. A stone would be laid which Simon has engraved.

The Finance Policy was discussed. Although it was agreed that its introduction in January 2012 had been helpful, recent experience has shown that a few amendments are required. In case anyone does not have the current version in electronic form, Jim will circulate it. All committee members are then invited to examine it and submit any suggestions for amendment to Jim who will lead the discussion at the Ordinary Meeting that will immediately follow the forthcoming AGM. **ACTION JIM**

## **11. Date and arrangements for AGM**

The AGM will take place at 7.00 on Tuesday 14<sup>th</sup> May and will be immediately followed by an Ordinary Meeting.

**Redlake Valley Village Hall**  
**Interim Financial Report 26<sup>th</sup> March 2013**

Starting Balance 1 <sup>st</sup> May 2012		<b>£3898</b>	
<b>Income</b>		<b>Comments:</b>	
Hall Hire	£428	78% of last year	
RHI & Feed in Tariff	£1952	RHI £708	
		Feed in Tariff £1243	
Entertainment	£818	48% of last year	Sultana Bros £390
Donations etc	£135		Ancient Str. £160
Interest	£28		The Maggie £200
Restricted	<u>£334</u>	£300 Grant for notice board	
	<b>£3754</b>		
<b>Expenditure</b>			
Electricity & Water	£181		
Wood Pellets	£433	2 tonnes bought at disc. in summer	
Insurance	£369		
Maintenance/Sundries	£156		
Subscriptions & Fees	£139	Performing Rights	
Capital Items	£2473	New furniture and notice board	
Restricted	<u>£227</u>	Redlake Printing & History Group Exp	
	<b>£1553</b>		
<b>Interim Balance 26<sup>th</sup> March 2013</b>		<b>£4676</b>	
Less ring fenced items		<u>£392</u>	
Non Ring Fenced Funds		<b>£4284</b>	
Contingency at end of year		<u>£2000</u>	
<b>Available Funds</b>		<b>£2284</b> (Less notice board)	

## Awards For All – Village Hall Car Park Lighting

Notice that the Grant was awarded dated **19<sup>th</sup> March 2013**.

Payment of the Grant will be by BACS to the Redlake Village Hall Fund account this week.  
Payment of **£4,380** will be referenced “AA 1/010454609.

Work can commence at any time subject to several conditions:-

- Project to be completed within 12 months.
- Grant to be publicised along with others by 9<sup>th</sup> April. Embargo on publicity before then. We are obliged to publicise also and a booklet has been provided giving mandatory rules that have to be followed.
- Bids for the work are to be competitive and receipts retained.
- 2 signatures required for all payments.
- An end of grant report is to be issued and an officer from the National Lottery may inspect the whole process and the work.

**Les Morgan & Sons** from Leintwardine will be carrying out the groundwork  
**Mel Jones** from Shrewsbury will be undertaking cabling and light fitting

I have spoken to Nick Gilman from the former schoolhouse and fully explained our proposal. He has absolutely no objection provided we exercise care in ensuring the lights are turned off when not required.

If the committee is happy I will continue to take responsibility for this work through to completion and report. Alternatively I welcome any suggestions or changes to these arrangements

I am sorry not to be with you all in person this evening as I have a chest infection

**Peter Sherman**

**26<sup>th</sup> March 2013**