

**The Redlake Valley Village Hall  
Minutes of Ordinary Committee Meeting  
Held on Tuesday, 2<sup>nd</sup> October 2012**

**Present:** Richard Barthram, Di Cosgrove, Patrick Cosgrove, Simon Jameson, Helena Lane, James Middleton, Christine Rogers, Jim Rogers, Peter Sherman, Becky Whitton

**Apologies:** Ian Campbell

**In Attendance:** Beryl Palmer

**1. Minutes of previous meeting:**

- these were approved
- following up action points: PC to remind Ian about investigating options for extractor fan(s) in the kitchen and to ask Carolyn Wile to return the minute books and photographs that she had borrowed
- any other matters arising: RB raised the issue of ensuring that a record of the committee's business be in the public domain. It was agreed that the Secretary should (1) always bring a few hard copies of previous minutes to meetings in case members of the public were present (2) once seen by the Chairman, draft minutes be placed on the village hall website with a hard copy pinned up in the village hall – both to be amended/replaced where necessary once signed off at the next meeting (3) place an agenda and supporting papers on the village hall website and in the hall as soon in advance as possible

**ACTIONS PC**

**2. Treasurer's report:**

- (1) JR circulated a statement of the current financial situation (see copy at Appendix 1 to these minutes) which, in summary showed that funds of £2,718 were available for use
- (2) Hall fees for community events – JR had previously circulated a paper (see copy at Appendix 2 to these minutes) which recommended that hall hire fees be waived for local groups. After much discussion, the principle was supported and it was agreed to trial this as long as the eligibility criteria were clear but if successful, it would be made clear that it would remain at the committee's discretion to reinstate fees e.g. if the hall's reserves became of concern. PC agreed to refine the criteria that had been discussed and include them in these minutes for rapid comment by committee members – as follows:

**ACTION ALL**

*Hall hire fees will be waived for activities that are primarily for the benefit of the immediate community\*, the entertainment or education of residents, or for non-commercial organisations that are based in the community.*

\*The definition of community is the Redlake Valley catchment plus Obley, as far as the boundary with Bucknell

- (3) Purchase of additional tables – it was agreed that JR would purchase 6 more large tables at a cost of £125 each. RB proposed; JR seconded **ACTION JR**
- (4) Repairs and replacements: PC will research replacement costs for a double-glazing unit and seek approval by email **ACTION PC**

**3. Entertainment Committee's Report:**

The Best Exotic Marigold Hotel Flicks was well attended and profitable

The finances for the African music night have not yet been finalised.  
PS thanked Beryl and Barry Palmer for distributing Flicks leaflets  
PS explained the trial online booking system. It was agreed that we should take part in the trial whereby 5 places are made available online **ACTION PS**  
Food and Flicks times were agreed as 5.45 open doors; 6.00 food; 7.000 Film  
DC sought confirmation that the VH will work with the WI by providing the entertainments for the Christmas party. This was provided.

#### **4. Street lighting beside village hall entrance:**

As laying on main lighting between the hall and the car park entrance would prove prohibitively expensive, as the Town Council is likely to be incurring expenditure in changing the street lighting arrangements in the near future, and as the light in question was in a poor state of repair, PC suggested that the Town Council might consider sharing the cost of improving/changing the middle street light and moving it closer to the VH car park entrance to make night time access easier and to illuminate the notice board. BP's opinion was that this would be too costly, but no harm could be caused by making the request, which PC will do. **ACTION PC**

#### **5. Reminder of heating arrangements:**

JR explained that it was extremely easy to advance the heating end-time, but allied to this it was also agreed that for security reasons, no further keys for the boiler room should be distributed. JM, JR, PC and BP have keys which is sufficient to cover all circumstances.

#### **6. Village Hall Website Presence:**

BW recommended that the page she had set up on the Chapel Lawn website met the hall's needs well, and more space was available if required e.g. as agreed earlier for minutes and agendas. Those who had looked at it were in agreement.

#### **7. Hall Cleaner:**

DC proposed that in order to avoid the responsibilities involved in employing a cleaner – whether employed or self-employed – it would be far easier to seek quotations from cleaning contractors for an annual deep clean, backed up by interim cleans by volunteer labour. This was agreed. DC to seek quotations. **ACTION DC**

#### **8. To consider any submissions received against the specification for the replacement of the village hall notice board:**

Despite having requested quotations from five individuals, only one had been received – from Jeremy Jameson. Although slightly on the expensive side, given the parlous state of the present notice board, and the known quality of Jeremy's work. It was agreed to proceed with the option that required no glass doors at a cost of £951. **ACTION PC.**

#### **9. Recycling arrangements for hall events:**

PC proposed that if he could find appropriate containers that would fit beneath the serving counter, it would be a good idea to use these for accumulating recyclable materials. This was agreed in principle, but PC to follow up. **ACTION PC**

**10. Stocks of wine, beer etc for social events – to discuss ways of improving arrangements for purchasing and storage:**

An easier arrangement was required for storing and replacing the drinks provided at Flicks evenings. CR agreed to take responsibility for this, and JR agreed to make the cupboard that would be used more secure.

**ACTIONS JR/JM**

**11. Weeding Party:**

PC pointed out that edges of the car park are extensively covered with moss and leaf litter. He had originally been planning to suggest a work party, but as the car park will be used for the Woodland Fair in a few days' time, he will undertake as much of the task as he can the day before the fair. Any help will be appreciated. He also pointed out that the stream side of the hall is badly overgrown with saplings and brambles. JM agreed to arrange for volunteers to clear this.

**ACTION JM**

Appreciation was expressed to Simon, and Mark and Karen Limbrick who had recently cleared vegetation from the other side of the hall, and from the back steps.

**12. AOB:**

It was agreed to decline a request for a local organisation to set up a bookcase in the halls for books and magazines.

BP asked if a further 20 blue chairs could be bought. JR will investigate costs She also asked for a new hire agreement. JR to provide. She will also work with JR on a scale of hire charges for chairs, tables etc, but these will not be widely publicised.

**ACTIONS JR**

BW asked that the gents' toilet door always be left open after events for ventilation.

JR reminded everyone that there is a need to turn the water supply to the urinals on and off.

BW circulated two examples of reflective signs to indicate the location of the village hall, but she will get further quotes and return with more detail.

**ACTION BW**

James explained that a red light on the PV panel control box meant that the trip switch need to be switched back on, and asked everyone to get into the habit of checking it.

It was agreed that the finance policy be changed so that only one signature on cheques be required for items of expenditure less than £100. Proposed by SR, seconded by DC.

Approved by all.

**ACTION JR**

BW suggested that some form of storage facility be erected for larger articles. This was not fully resolved.

**13. Date and time of next meeting:**

Wednesday 24<sup>th</sup> October 7.00 pm. This meeting will confine itself to signing off as many action points as possible, and planning the entertainment for the Christmas party.

## Financial Situation – October 2012

## Redlake Valley Village Hall

Interim Financial Report 2<sup>nd</sup> October 2013

Starting Balance 1 <sup>st</sup> May 2012	<b>£3898</b>		
<b>Income</b>			
Hall Hire	£148		
RHI & Feed in Tariff	£1154	RHI	£186
Feed in Tariff	£968		
Entertainment	£1185	Sultana Bros	£388
		Ancient Strings	£?
		Best Ex. Marigold Hotel	£113
Donations etc	£200	Lillian & Rankin	£100
		Ramble & Lunch	£100
Interest	£8		
Restricted	<u>£34</u>	History Group Income	
	<b>£2729</b>		
<b>Expenditure</b>			
Electricity & Water	£31	Recouping electric overspend New contract until October 2014	
Wood Pellets	£378	2 tonnes bought at disc. in summer	
Insurance	£369		
Maintenance & Sundries	£79		

Subscriptions & Fees	£35	Shropshire Community Council
Capital Items	£486	Final payment for shutter
Restricted	<u>£175</u>	Redlake Printing & History Group Exp
	<b>£1553</b>	
<b>Interim Balance 2<sup>nd</sup> October 2012</b>		<b>£5116</b>
Less ring fenced items		<u>£298</u>
Non Ring Fenced Funds		<b>£4818</b>
Contingency at end of year		<u>£2000</u>
<b>Available Funds</b>		<b>£2718</b>

## Hall Hire Charges Proposal

To reduce Hall Hire charges to zero for community activities.

### Rationale:

Reductions in insurance and electricity costs and the income derived from the PV panels feed in tariff mean that hall hire charges are no longer needed to fund the running costs of the hall.

Encourage more of the community activities such as yoga, arts & crafts classes, clubs etc

It would reward the community which puts so much effort into supporting the village hall.

We need to increase usage of the hall to justify the large investment placed in it by external agencies.

### Costings:

#### Income

PV panels	£1350 pa	
Wood Pellet Boiler	£?	(Awaiting full year affect)

#### Expenditure

Insurance	£350
Electricity	£150
Water	£50
Fees	£145
Maintenance/Sundries	<u>£200</u>

Total £895

**Surplus before fund raisers £455**

Loss of income from hall rentals approx. £250 - £400 pa

### Points for discussion:

Which activities should be charged for?

How do we manage the Gun Club who pay by carrying out maintenance work?

Do we start with a one year trial?

What impact will the new heating system make?