

# Redlake Valley Village Hall

## Committee Meeting

Held on Tuesday, 8 January 2008 at 7.30pm

### Present

Jane Kent  
Julian Kent (Treasurer)  
Helena Lane  
Michael Macturk  
James Middleton (Chairman)  
Barry Palmer  
Beryl Palmer  
Christine Page (Secretary)  
David Price  
Steven Sherring  
Vi Sherring  
Di Slater  
Kim Smith  
Sheila Smith  
Becky Whitton

### Apologies

Richard Barthram  
Patrick Cosgrove  
Robert Humphreys

1. The minutes of the last were read, approved & signed by the Chairman.  
The minutes of the AGM were not discussed.
2. **Matters Arising**
  - a. Financials:** Julian Kent gave a financial update, showing current reserves at £2,690.25, which included donations received for the trestle tables and the coat stand. Julian is now the correspondent as far as charities are concerned and must complete an annual audit for the Charities Commission (CC). Rules of the CC are being tightened up in order that charities show they are a benefit to the community. As a result, Julian proposed that he obtain legal advice on the Trustees document of 1964, which needs reviewing to ensure it adheres to the tighter regulatory environment; seconded by Christine Page, carried.  
Further, in order that the process of gathering monies for the hiring of the hall & responsibilities of those using the hall were clear, Julian suggested he prepare a simple hire agreement that Beryl could hand over with the keys to new hirers.
  - b. Electrical Report:** Steve Sherring advised that the remedial electrical work had all been completed and an electrical inspection should now take place every five years, the next being due in September 2012. Steve agreed to label the heaters on the switch boxes.  
Lisa Bedford of SSDC had also agreed to give £500 from the Community Chest fund towards the cost of the electrical work.

**c. Hall Improvements:** The Chairman noted that the gutters on the hall needed to be cleared.

The toilet refurbishments, including disabled access, were discussed. Julian Kent proposed that the architect, Gareth Davis, be asked to draw up plans; seconded by Sheila Smith, carried.

The Chairman reported on a recent Energy Audit of the hall and concluded that there was little action to be taken other than replacing light bulbs with energy saving ones as and when they wore out.

**d. Newsletter:** The first Redlake newsletter was imminent and a draft copy was shown to the committee. Jane Kent had also managed to obtain a grant for £150 from Lisa Bedford to seed corn a fund to cover production & distribution costs.

**e. Money Raising:** It was agreed that regular social evenings would be a fun way to raise funds for the hall via the takings of the bar, whilst bringing people together, especially as there are so many newcomers. Next evening 21 February. Kim Smith reported that Arts Alive was a good fundraiser: tickets are cheap at £5 (could have been £7.50), so well supported; we pay £130 with any losses underwritten by Arts Alive in return for 40% of the box above that figure. The evening in December with John Kirkpatrick performing raised £350. Flicks in the Sticks another funder raiser, covered under AOB.

### 3. **Policies & Procedures**

Christine Page reported that The Community Council of Shropshire had built a new community buildings database with the aim of promoting village halls and other local facilities. As a result of completing a questionnaire about our hall a review of our policies & procedures was undertaken. The following were read to the committee and either confirmed, if they already existed, or adopted if new: Charging Policy; Environmental Policy; Energy Efficiency Audit; Equal Opportunities Policy; Fire Safety Risk Assessment (including instructions for users of the hall); Fundraising Plan; Health & Safety Risk Assessment; Insurance Risk Assessment (part of insurance documentation).

### 4. **Neighbourhood Watch**

Steve Sherring reported that there had been several incidents of horse tack and scrap metal being stolen in the surrounding area. Anyone seeing a suspicious car or van in the village should take a photo of it, if possible, and call Neighbourhood Watch on 08457 444 888.

### 5. **Parish Plan**

Kim Smith reported that the process was moving slowly forward. The questionnaire was nearly finalised, with Clun adopting the Chapel Lawn specific questions.

### 6. **AOB**

a. Kim Smith reported his concern over the future of Flicks in the Sticks. Two-thirds of the funding comes from the National Lottery. The 2012 Olympics may

mean that funds are re-directed, with less for Flicks and halls not doing well will be dropped. Chapel Lawn is currently fourth in South Shropshire. The cost of the technician to set up the equipment is the main outlay. However, there is the possibility that we may get a grant to purchase our own equipment.

b. Kim Smith reported that Shropshire Fire & Rescue service were giving out free Smoke Alarms and doing a free Fire Safety check for homes in the area. Call 01743 260298 to arrange one.

c. Julian Kent proposed putting coat hangers on the wall in the entrance; seconded by Christine Page, carried.

d. Beryl Palmer requested that a pull light switch be put in the gents. Steve Sherring agreed to follow this up.

e. Beryl Palmer raised the subject of formalising the cleaning of the hall twice a year. It was agreed that a spring clean would take place on Thursday 6 March at 2pm, with another planned for October. Beryl said she would also look into getting the large curtains dry-cleaned and revert with a price to the committee.

f. Jane Kent suggested that we consider revamping the stage, which is not very alluring.

g. The Chairman suggested that a plan of how the hall should be left by users, in the form of a plan of the layout, be drawn up to make life easier.

h. The Chairman also advised that the airgun club would paint / touch up where the electrical work had left marks.

7. The next meeting date was set for Thursday, 19 June 2008 at 7.30pm for the AGM.

The meeting closed at 8.50pm

Minutes approved by James Middleton .....

On: