

MINUTES of the Village Hall Management Committee held at 7.00 p.m. on 6th August 2019 at Burton on the Wolds Village Hall

Present: Cllr W Best, Cllr A Carr, Cllr L Cooper, Cllr K Green, Cllr K Hibbins, Cllr R Shields, Mrs Y Shuter, Mrs J Ward and Mrs S Massey.

1. Apologies Action
Cllrs Wardle and Windsor.
2. Introduction
Following the resignation of the volunteer committee, the Parish Council has become management trustee on a temporary basis.
3. Election of a Chairman.
Cllr Carr was elected as Chairman.
4. Election of a Vice Chairman.
Cllr Shields was elected as Vice Chairman.
5. Approval of the minutes of the previous meeting.
This is the first meeting of the committee in this form.
6. Identification and distribution of committee roles.

Treasurer

EW

Responsibilities:

Receives booking fees and deposits where necessary
Pays all bills as are due for the hall
Maintains bank account
Prepares accounts
Submits necessary information for the Charities Commission
Deals with funding requests to Parish Council

Bookings Secretary

YMcC

Responsibilities :

Acts as main contact for all booking enquiries
Maintains the booking diary
Liaises with those booking the hall and gets necessary paperwork completed
Handles booking deposits
Provides keys to customers

The Parish Council are grateful that Yvonne McCahon has agreed to continue in this role on a voluntary basis in the short term.

Administration/Legal/Supplies

SM

Responsibilities :

First point of contact for outside agencies and groups using the Hall

Sets meeting agenda

Minutes any meetings

Deals with general Hall related correspondence

Ordering of supplies

Organisation of maintenance and repairs

Liaison with Parish Council

Liaison with Charities Commission

Health & Safety and Compliance

Insurance

EW suggested that there is an opportunity to do more with the Hall and generally raise awareness, consideration should be given to the following roles:

Publicity Officer - undertaking advertising and publicity in places such as The Link, Facebook, website, etc.

Development Officer - considering development of the use of the Hall, ways to encourage broader usage by those within the village and outside of it.

7. Status report.

The status report will be updated and distributed.

SM

8. To formally approve the Playgroup request to extend use.

The Village Hall Management Committee formally approved the Playgroup request to extend their use of the Village Hall to include Wednesday afternoons on the understanding that existing bookings for Wednesday afternoons will take precedence.

9. Events and Funding sub group report.

YS confirmed that the Christmas Fair will take place on 30th November 2019.

10. Treasurers report.

JW confirmed that she will hand over to EW once the Severn Trent issue is resolved and in addition meet with SM to hand over all other business.

11. Any other business.

The Gardening Club have reported an issue with the electricity supply to the millennium garden tree. SM to contact a qualified

SM

electrician for advice going forward to ensure the safety of volunteers working on this site.

Cllr Shields asked that it be noted that CBC are now looking at designating village hall waste as trade waste.

SM reported that a resident from Springfield Close has asked to be involved in the Village Hall Committee. SM will invite the resident to the next meeting. SM

Cllr Cooper asked for approval to look into Centre Stage productions for possible event at the hall. Approval was given. LC

12. Date of next meeting.

The next meeting will take place at 7 p.m. on 1st October 2019 prior to the Parish Council meeting.

These minutes are a true and accurate record

Chairman

Date _____