

**MINUTES of the Village Hall Management Committee held at 7.00 p.m. on 4<sup>th</sup> February 2020 at Burton on the Wolds Village Hall**

Present: Cllr A Carr (Chairman), Cllr W Best, Cllr L Cooper, Cllr R Shields, Cllr M Windsor and Mrs S Massey.

5 members of the public.

33. Apologies Action  
Cllr E Wardle, Mrs Y Shuter

34. Approval of the minutes of the previous meeting.  
The minutes of the previous meeting were approved and signed.

35. Matters arising from the minutes of the previous meeting.

*27e. Playgroup: The store is very wet/cold since the installation of the air vents and requires heating.*

The Village Hall heating system will be extended and a radiator installed in the store on Thursday 20<sup>th</sup> February. Covers will also be fitted to ensure that heat is not lost through the recently installed air vents. Playgroup has been informed that access is required to the store and that the hall can be used for temporary storage from Wednesday a.m. until 6 p.m. on Thursday.

*27f. Playgroup: The lights in the mens toilets are flickering and have had to be switched off.*

The bulbs have been replaced with low voltage alternatives.

*29. To approve the purchase of a SIM card for the village hall booking system.*

The SIM card has not been purchased to date. EW will research payment options as the cheapest ee PAYG SIM is £10 per month direct payment. MW will research other providers using the ee network.

EW

MW

36. Events and Funding sub group report.  
None.

37. To approve expenditure of £450 for the installation of heating in the store cupboard.  
This expenditure was approved.

38. To approve expenditure of up to £35 for the purchase and installation of 2 air vent covers in the store cupboard.  
This expenditure was approved.

39. To approve expenditure of £33.31 for the purchase and installation of 2 low voltage bulbs in the gents w/c area.  
This expenditure was approved.

40. To consider applying for grant funding from SHIRE Environment.  
Projects to be researched, lighting and roofing/tanking.

SM

RS will research specifically what this grant is available for.

RS

41. To consider Playgroup issues with external cleaning.

*In the interests of transparency:* In response to an email from Fiona Walker, Chair of the Playgroup Management Committee regarding clarification of what cleaning the playgroup are expected to do, SM confirmed that all users are expected to leave the Village Hall clear and clean ready for the next users.

It was noted that until recently, the Playgroup has not cleaned at all after Friday session and that this has been carried out by the external cleaning company paid for by the Village Hall. In addition, the external cleaning company have reported issues following the Friday Playgroup session and that they struggle to complete scheduled tasks due to this.

Playgroup reported a cleaning issue with Charnwood Borough Council Electoral Services following the recent election. SM was not previously informed of this problem and will contact CBC to ensure that they aware of their responsibilities.

SM

42. To consider Playgroup's request to extend hours on Monday and Friday.

The Village Hall Management Committee deferred this item until existing rental rates and accessed hours have been discussed and agreed.

Discussion followed, it was agreed that the Playgroup is an asset to the village but that it must be remembered that the Village Hall is an actual asset belonging to the village and that the requirements of all residents must be balanced.

It was agreed that both the Village Hall Management Committee and the Playgroup have inherited a situation that needs to be addressed.

43. To discuss Playgroup issues with communication regarding other bookings and use of the playgroup phone and email.

*In the interests of transparency* and in response to an email from Fiona Walker, Chair of the Playgroup Management Committee regarding communication;

SM confirmed that a mobile will be purchased for the Village Hall and that the number will be distributed as soon as it is available. The email is [BOTWVillageHall@gmail.com](mailto:BOTWVillageHall@gmail.com).

SM confirmed that EW requires contact details for the playgroup treasurer to discuss financial matters as requested on 4<sup>th</sup> December 2019. Playgroup confirmed contact details as follows, telephone 07528 657859, email [BOTWPlaygroup@gmail.com](mailto:BOTWPlaygroup@gmail.com).

SM confirmed that an incorrect number for playgroup was stored in the VH system, this has been updated as above

A request for an additional contact number and notification of other bookings was denied as this would be impractical. SM confirmed that playgroup has been informed that it should always be assumed that evening clubs are on unless they receive a notification from a member of the Village Hall Management Committee. We are receiving more bookings, some on a last minute basis and we must ensure that the hall is clear, clean and available at all times to encourage additional income.

44. Treasurer's report.

EW sent the following report:

New contracts have now started for both gas and electricity and we are awaiting final bills from previous suppliers where appropriate.

The burst water pipe issue has been resolved with WaterPlus. An additional refund for £2711.02 for waste water processing was granted by Severn Trent and applied to the account. This meant that the account was £528.39 in credit, this amount was requested and received by cheque. The only issue remaining that that the account is in the name of the previous treasurer rather than 'Burton on the Wolds Village Hall' and WaterPlus require some documentation before they will process a name change. Conversations continue as to what documentation can be provided that meets their requirements!

All signatories have been changed on the existing Lloyds bank account and an application completed for a new account that will allow internet banking and electronic payments.

All regular renters of the hall have been contacted and advised of changes in personnel etc. In nearly all cases a conversation has been had about rental times etc. and period of usage. The only remaining contact to be made is with the treasurer of the Playgroup. A name and contact details have been required but not yet received. Verification is needed on the actual number of hours the hall is being used and a discussion on the rent paid since current rent does not cover the operating costs of the hall during playgroup sessions. Please could the Secretary request again some contact details so that a meeting can take place. (See item 43. for contact details.)

There have been a number of additional enquiries and bookings of the hall such as local businesses and Charnwood Borough Council for the provision of children's sports clubs during the holidays. The recent General Election and upcoming Police and Crime Commissioner election in May have also provided extra income.

The accounts for the year ending 2019 are complete and show a surplus of £1,224.00 which is up £416.94 in 2018. However it should be noted that the usual circa £700 water rates have not been paid therefore the figures are broadly similar. Balances carried forward are £8,052.69.

On an ongoing surplus of a few hundred pounds is not sufficient to maintain the hall and ensure that there are funds for large maintenance projects such as decorating, windows, flat roof repairs, etc. Therefore the activity to generate additional income is valuable and important.

Auditing of the accounts is currently being arranged.

45. Any other business.

- a. LC advised the committee that 'Centre Stage' has arranged an evening of sample performances on 3<sup>rd</sup> March 2020 at Ibstock. LC will attend, all interested committee members will liaise with LC.
- b. SM confirmed that the Village Hall will be used at the polling station on 07/05/2020 and that folded election booths will be delivered prior to this date. SM has requested that these are stacked in the front porch area.

- c. SM confirmed that Charnwood Borough Council has booked the hall for 2 multi-sports sessions in conjunction with Leicester City Football Club, to take place during school holidays on Tuesday 18<sup>th</sup> February between 10 a.m. and 12 p.m. and Tuesday 14<sup>th</sup> April between 2 p.m. and 4 p.m.
  - d. SM confirmed that an email address has been set up specifically for the Village Hall. All external correspondence and booking requests should be sent to [BOTWVillageHall@gmail.com](mailto:BOTWVillageHall@gmail.com).
46. Date of next meeting.  
The next meeting will take place on Tuesday 7<sup>th</sup> April 2020 at 7 p.m. prior to the Parish Council meeting.

The meeting closed at 7.45 p.m.

These minutes are a true and accurate record

\_\_\_\_\_  
Chairman

Date \_\_\_\_\_