**Reston Village Hall – Charity Number: SC029434**

**MINUTES OF RESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING 9/01/2019, 3 pm, Reston Village Hall**

**Management Committee Members –** Denise Crerar-Torr (DCT) Joint Chair; Anne Barrett (AB) Joint Chair; Dave Torr (DT) Treasurer; Julie Gregory (JG) Minutes Secretary; Helen Jeffrey (HJ) Hall Keeper; Kelly Mosscrop (KM); Lisa Dundas (LD); Stuart Dyer (SD); Carol Fairbairn (CF); Mary Crawford (MC) ; Anne Casey (AC); Jenny Haines (JH) BAVS Co-opted member.

**1. Attendance**

**Apologies** received from: –**HJ, CF, KM, JH** and **LD**. All other committee members except **SD** present.

**JG** reported that she had received an e-mail from **CF** stating that she was stepping down from the committee as from today (09/01/2019). **CF** stated that she would continue to publish hall information until the end of January and would then close down the village hall Facebook page. **JG** also reported that **JH** had contacted her requesting that she be taken off the e-mail list as she felt that the committee no longer needed her support. However she was still available if needed.

**DT** reported that he had received a message from **HJ** stating that she is stepping down from the committee as from the 31st of January 2019.

The Committee would like to thank both **HJ** and **CF** for all the hard work that they have put into keeping the hall open.

**New Management Committee Members: –** Denise Crerar-Torr (DCT) Joint Chair; Anne Barrett (AB) Joint Chair; Dave Torr (DT) Treasurer; Julie Gregory (JG) Minutes Secretary; Kelly Mosscrop (KM); Lisa Dundas (LD); Stuart Dyer (SD); Mary Crawford (MC) ; Anne Casey (AC).

**2. Previous minutes: -** 14/11/2018 meeting minutes accepted as accurate and new format agreed**. Action: -** Minutes (14/11/18) to be put on display inside Village Hall and on village website.

**Who: -JG**

**3. Matters arising from previous minutes (14/11/18).**

**i) Inventory: -** **AB** distributed copies of the inventory, so far completed, to committee members. Inventory still needs completing however.

**Action: -** Complete inventory. Put a printed copy of already completed inventory in Village Hall folder.

**Who:** - **AB.**

**ii) Health and Safety Documentation: -** **DT** has updated the Health & Safety folder but still needs to check the first aid box.

**Action: -** Check first aid box**.**

**Who: - DT.**

**iii) Quotes for roofing work: - DT** has so far got a quote of £820 for completion of required roof repairs. Still needs a second quote.

**Action: -** Get another quote for cost of roof repairs.

**Who: -** **DT**.

**iv) Donations Poster: - JG** showed the committee a poster detailing with who to contact if public wanted to make donations to the hall. After a slight change to wording poster was agreed by committee.

**Action: -** Edit then send a copy to village website and put a copy on village hall noticeboard.

**Who: - JG**

**4. Treasurers Report: - (DT)**

**i) Income and Expenditure as at 31/12/18:** - **DT** distributed sheets detailing income and expenditure up to 31st December 2018 and explained that it was the first draft of the end of year accounts which run from 31st December to 1st January.

**Total Income for the year ending 31st December 2018: -** £8,951.74 (includes restricted fund)

**Total Expenditure for the year ending 31st December 2018: -** £4,255.02

**Cash in Bank on 31st December 2018:** - £4,254.02

DT reported that there is a discrepancy with the water rate bill.

**Action: -** Contact Business Stream to resolve water payments and refund.

**Who: - DT**

Committee agreed that accounts should be checked by **BAVS** this year as they were aware of the problems that had been inherited by the new Treasurer. Future arrangements for checking of accounts to be agreed at the AGM in April.

Committee unanimously decided to pay **HJ** until the end of January when she steps down

**ii) Grant Applications: -** DT suggested putting in bids for new curtains, painting and decoration of the hall and floor refurbishment. Details to be decided.

**5. February Open Meeting (02/02/19): -** The committee discussed how the February meeting will be organized. Details decided as follows –

**Setting up** – Hall open at 9am/9:30am.

**Times** – 10am to 3pm.

**Refreshments** – Tea/Coffee and biscuits to be offered to villagers attending **AB**

**Those available to help** – Mary Crawford and Anne Casey between 10am and 12 noon.

Anne Barrett, Julie Gregory, David Torr and Denise Crerar-Torr 10am to 3pm

**Publicity** – **Notices** in local press, in shop, on village website, on hall notice board. **Who : -** **JG**

 -**Announcements** - church, send info to school to go out to parents. **Who:** -**DCT**

- **Notify groups** and invite them to attend or give us their correct contact details and meeting timesso we can advertise their activities. **Who: -** **AC**

**Activities on the day –** Advertise groups using the hall – make a list with contact details.

Questions – What facilities do we need eg for disabled/parents of young children (disabled access, hearing loop, baby changing facilities)?

 - What facilities would you like/use in the hall?

 - How can we make better use of the back room?

 - Design a logo. **AC** to provide examples.

 - Questionnaire - What would bring you into the hall? **Who: - DCT**

**Equipment needed** – Tea, coffee, milk, biscuits

 Paper and pencils

 Information about groups

 Tables and chairs.

 Copies of questionnaires

 Post-it Notes.

**6. Resignations –** things we need to know: - As already stated (item 1.) Carol Fairburn has resigned as from 09/01/2019 and Helen Jeffries as from 31/01/2019.

Implications: -

**i) Contact for BAVS: - DT** to inform **BAVS** that he has become the contact person for the hall and ask that they inform **FVH.**

**Action :** Letter to **BAVS, FVH** giving new contact details.

**Who: - DT**

**ii) Paperwork: -** All past minutes, including 2018 AGM minutes and any other relevant paperwork to be collected from **HJ** and **CF**.

**Who: - DT.**

**iii) Hall Keeper: - AB and DT** to be the main hall key holders**. AB** and **MC** would also have keys so that they can let themselves into the hall when their groups are on.

**iv) Information re regular hall users/contact details etc. needs collecting: -**

-List of groups regularly using the hall, their contact details and when they use the hall.

**Who: - AC**

-Hall keys need to be collected from **HJ** at end of month.

**Who: - DT**

-Contacts for purchase of cleaning material, paper towels, Rag Bag.

**Who: - AB**

-New contact details regarding how to book hall and copy of new invoice to be sent to the village hall website.

**Who: - JG**

**-New Facebook page/village hall website needed**

**Who: - DT**

**7. AOB: -**

**i) Social Events amalgamation: - DT** suggested that the Social Events Committee amalgamates with

the Village hall committee as any future social events would be run to raise money for the village

hall. This however would involve taking over the running of the Village Fete. To be discussed further

at our next meeting.

**ii) New Invoices: -** **DT** distributed the draft invoice which was agreed by the committee.

**Action: -** New invoice to be sent to Village website.

**Who: - DT**

**iii)Stored Items: - Piano/display boards/indoor bowls equipment: -** How often are these used,

who do they belong to, can they be disposed of? Decide at next meeting.

**8. Date of Next Meeting: -** Wednesday 20th February 2019, 1:00pm to 3:00pm at Signal House, Reston.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_