***Langham Village Hall***

Church Street, Langham, LE15 7JE

*Registered Charity Number 522341*

**COMMITTEE MEETING MINUTES**

**7.30 PM, WENESDAY, JANUARY 17TH, 2018**

**Those present:**

**Trustees**: William Hill **WH,** Peter Ritchie **PR**, Tony Howard **TH,** Mike Cropper **MC,** Clive Palmer **CP.**

Officers: Tim Maskell **TM** (Treasurer), John Bingham **JB** (Premises), Penny Viner **PV** (Minutes)

Affiliated Groups: Gail Palmer (Parish Council), Susan Holford (Café/lunches), Linda Lester (History Society), Oliver Hemsley (RCC)

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| **1** | **Chairman’s Introduction** | Action |
|  | The Chairman welcomed those present to the meeting. He said that a considerable amount of his time since the last meeting had been devoted to trying to optimise electricity usage and that he was now able to control the temperature for most of the Hall, although the Ruddle Room remained a problem. However, despite this, it was generally agreed that the current heating system is not fit for purpose. |  |
| **2** | **Apologies** |  |
|  | Apologies for absence were received from the following Trustees: Tony Barreau **TB,** Joe Ovington **JO,** and Trish Mobbs (Yoga). |  |
| **3** | **Minutes** |  |
|  | The Minutes of the previous Committee meeting on 15.11.17 were approved unanimously. |  |
| **4.**  **5.**  **6.**  **7.**  **8.**  **9.**  **10.**  **11.**  **12.**  **13.** | **Matters Arising not covered by the agenda**  There were none.  **Treasurer’s Report**  Reports as circulated.  2017: Tim **TM** said that 2017 had been a positive year with income in excess of budget and expenditure lower than budgeted, and that the summary of the year’s figures now needed the meeting’s approval and the Chairman’s signature, after which Helen Duckering would give an independent assessment. Approval of the summary was proposed by Peter **PR,** seconded by Susan Holford, and agreed unanimously. Peter **PR,** congratulated Tim **TM** on his diligent and proficient stewardship of the accounts during the year.  2018: Tim **TM** said that the 2018 budget showed income of £11850 and outgoings of £14760, which without Grant aid and a higher than budgeted fund-raising figure, would be likely to result in a loss of £2900. It was also noted that dealing with the drains could well take up most of the allocation for refurbishment - and Oliver Hemsley asked whether any allowance had been made for inflation. Acceptance of the budget for 2018 was proposed by Mike **MC**, seconded by Clive **CP,** and agreed unanimously. Tim **TM** will now present the agreed budget for 2018 at the AGM on Feb. 20th.  **Secretary’s Report**  Penny **PV**  said that she had nothing specific to report – it had been ‘business as usual’ since the last Committee meeting.  **Chairman’s Report**  As attached. Bill **WH** explained that the Trustees were working on a Forward Plan aimed at ensuring that LVH would be fit for purpose for the next 40 years. The Building Survey has shown that the building is in reasonable shape, but there were plenty of actual and potential problems – in particular the roof and lack of insulation, the heating and the state of the drains. Rectifying these issues would take a considerable sum of money – far beyond ‘standard’ income – and the Trustees have listed l4 possible source of Grant funding, in particular LEADER, where the deadline for submissions is very soon.  Bill said that efforts were on-going to tidy up the Hall and in particular, the Committee Room. The Filing cabinet is to be sorted out by Brenda and Helen. Once unnecessary items had been removed/stored in the shed, (which is being tidied up), Bill **WH** said that the intention was to try to improve the appearance of the room by increasing the cupboard storage space for essential items – and if possible to find storage space for the yoga mats.    **Principal Activity Area Reports**  Governance and Compliance: Mike **MC** said that he had been working on the compilation of the Grant aid list – and, with assistance from Tim **TM**, on tracking down the Land Registry documents. He was now hopeful that the County Archives may hold the necessary documents to enable the land to be registered – particularly important in relation to potential Grant applications. A Freedom of Information Report has also been submitted to Rutland County Council.  Premises: Clive **CP** said that the Drain survey had showed that the pipework was ancient – clay pipes on gravel – and work was necessary to remedy the ongoing faults – but exactly what was yet to be decided.  Administration:   * Hall bookings: Tony B **TB** has taken over Hall Bookings from Val Page. A deputy would be needed for when he was away. Susan Holford said she knew someone who might be interested. Tony **TB** is working on a computerised bookings system.   Bill **WH** thanked all concerned – with special thanks to Val.   * Website: Tony H **TH** said that the new website is almost set up now and can be viewed at [www.staging.langhamvillagehall.org](http://www.staging.langhamvillagehall.org) He will circulate a list of information/topics/photographs needed to populate the website – and it was noted that, going forward, an administrator for the site would be needed.   Fundraising: .  Bill **WH** said that a major fund-raising event was planned for August Bank Holiday Monday (exact format to be decided), and a Quiz Night will be held later in the year. Tony H **TH** suggested that the Hall could be marketed as an ‘Event Location’ - an idea to be further explored.  **Booking Secretary’s Report**  Covered under ‘Administration’, item 8 as above.  **Premises Officer’s Report**  John **JB** said that he continued to monitor the electricity usage. He will check the water heater, which has been leaking, probably because it has not been shut down properly. He will also check the lock of the Ruddle Room which can be difficult to operate.  **Groups and Affiliated Members**  **­**Lunches: Christmas lunch - Susan Holford thanked the Trustees for their generosity and said that about 30 people had enjoyed the lunch. She asked that Penny **PV** remove Val’s name from the Affiliated Groups’ circulation list. She said that she and Gail had sorted out a considerable amount of excess crockery which would be offered at the forthcoming Table top sale and then dumped if not sold.  W.I.: Penny **PV** will ask the WI whether they would be interested in covering some/all of the catering for the Summer Bank Holiday event.  On behalf of the Trustees, Bill **WH** sent good wishes to Rosemary.  Parish Council: on behalf of the PC, Gail thanked the LVH Trustees for their work throughout the year, and for the successful street market.   * Doris Creasey bequest: Gail asked the Trustees to submit suggestions for the use of this £200 bequest – made to the PC for use by LVH. * Salt storage: Gail to check on current situation and, in relation to insurance, who is responsible for its use. * Corridors/Health and Safety: Gail asked about the current position. After discussion it was agreed to revisit the issue of whether the corridor must be completely clear – thus ruling out presence of the rubbish bin and any chairs/table. Until a final answer is determined, agreed that there could be a table and two chairs in the corner by the kitchen on Café/Post Office days, but they must be cleared away afterwards to leave the corridor clear. Advice from the Fire Service to be sought. * Work to be done: Gail asked if the Trustees had prioritised what needed doing at the Hall, and noted that applications to the PC for support had to be in very soon. Bill **WH** thanked her and said that the matter was in hand.     **Any Other Business**   * Code for Key Box: Susan Holford gave Bill **WH** the code for the Key Box   **Dates for forthcoming meetings in 2018**   * **February 20th: AGM** * **April 11th: Committee meeting** * **July 25th Committee meeting** * **November 14th: Committee meeting**   The meeting closed at 9.15 pm | **TM**  **JB**  **PV**  **PV**  **TRUSTEES**  **GP**  **WH** |
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