

**WIXFORD VILLAGE HALL COMMITTEE**

**MINUTES – 17TH JULY 2018**

**Present:** John Cain (Chairman), Jain Drinkwater, Sue Vincent, Julie Rodgers, Bob Small, Sonia King

**Apologies:** Angela Ballard

	<b><u>ACTION</u></b>
<b><u>Minutes of the Last Meeting</u></b> <ul style="list-style-type: none"><li>The Minutes of the last meeting were agreed</li></ul>	
<b><u>Matters Arising</u></b> <ul style="list-style-type: none"><li>Minutes – Future Minutes should be initialled on first pages and signed on the last page</li><li>Trustees – discussion to be continued at the next meeting. Meantime, JC to investigate responsibilities and JD and SV to look back in old records</li><li>Sue gave Jain the latest information from WRCC</li></ul>	JC/JD/SV
<b><u>Treasurer's Report</u></b> <ul style="list-style-type: none"><li>Number 1 account           £9,474.33</li><li>Number 2 account           £7,495.96</li><li>Petty Cash                   £71.80 (£72 banked)</li></ul> It was decided to leave both accounts open as we could use the number 2 account for refurbishment costs <ul style="list-style-type: none"><li>Current cheque signatories – Sonia gave Sue the Bank Mandate form for completion</li><li>A mono printer has now been purchased for Village Hall use</li></ul>	SV
<b><u>50/50 Club Winner</u></b> <ul style="list-style-type: none"><li>Number 57 – Jonathan Wade</li><li>Jain to talk through the system with Sonia</li><li>Letters have been distributed to all residents and Wixford businesses. Jain/Sue to distribute letters, with a covering letter, to Oversley Castle residents</li></ul>	JD/SK JD/SV
<b><u>Village Hall Development</u></b> <p>Progress since the last meeting:</p> <ul style="list-style-type: none"><li>John had asked the Parish Council to contribute towards the refurbishment. Andrew said a Structural Survey was required before any decision could be made. John had been in touch with a Bromsgrove company and the cost would be £750 + VAT.</li><li>A Structural Survey was done in November 2008 – JD found a copy of this which Bob has taken away. He will assess it and try to contact the company, if they still exist, and ask them to quote for revisiting the site and making a new assessment. If the company is no longer operating, we should contact the Bromsgrove company and ask them to do the assessment</li><li>Once a Structural Engineer has been found, Bob will meet him on site to talk through our proposed plans in detail</li><li>Sue Adams had advised John to contact Mark Cargill re funding and he had been very supportive and will help John to complete the application forms. Sue suggested that this funding could be used towards the cost of the survey</li><li>John had been in touch with Nick Allen who was going to attend the July meeting. However, in view of the Structural Survey requirements, John will ask him to come to the August meeting</li></ul>	BS BS JC JC

<p><b><u>Funding</u></b></p> <ul style="list-style-type: none"> <li>Sue provided information from the local press on funding provided recently to Broom and Norton Lindsey village halls</li> <li>Sue suggested that we could contact Waitrose and Tesco to see if they will sponsor us via their token systems. Bob will find out how the Waitrose system works</li> <li>Sue has now printed the PDF application form and notes for the Award for All funding</li> </ul>	<p>BS</p> <p>B/F</p>
<p><b><u>Insurance</u></b></p> <ul style="list-style-type: none"> <li>The insurance premium is overdue. John had spoken to them and we are covered. John gave Sonia the paperwork so that she can issue a cheque asap. This item needs to be brought forward</li> <li>Sue to send Sonia a blank letterhead template</li> </ul>	<p>SK</p> <p>B/F June '19</p> <p>SV</p>
<p><b><u>Events</u></b></p> <p><b>Live Band "Upstream" – 60's Music - 15th June</b></p> <ul style="list-style-type: none"> <li>Very successful evening. The Band didn't charge for the event</li> <li>John to email Julie their contact details for Exhall Village Hall</li> </ul> <p><b>Dog Walking Event</b></p> <ul style="list-style-type: none"> <li>Postponed until Autumn</li> </ul> <p><b>Quiz</b></p> <ul style="list-style-type: none"> <li>Angela has confirmed that the next quiz will be on 31 August</li> <li>Julie to contact Angela re the timing, team numbers, etc.</li> </ul> <p><b>McMillan Coffee Morning</b></p> <ul style="list-style-type: none"> <li>Angela now has the information</li> </ul>	<p>JC</p> <p>JD</p> <p>AB</p> <p>JR</p> <p>Sept Meeting</p>
<p><b><u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li><b>Key Holders</b> – Linda doesn't have the additional key</li> </ul>	
<p><b><u>Date and Time of Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>Tuesday 14 August at 6 p.m.</li> </ul>	<p>All</p>

Copy to: Andrew Reekes