**Hilperton Village Hall**

**Minutes of a Committee Meeting held on November 8th 2012**

**In the upstairs Committee Room**

1. **Present:**

Sara Robert -Chairperson

Pam Turner -Treasurer

Kathi Walker -Secretary

Ernie Clark

John Corfield

Bob Cradock

Rachel Hall

Tessa Harding

Sonja Kotevska

Sheila Sawyer

1. **Minutes of the previous meeting of 11th October 2012**

The minutes of the previous meeting were accepted and signed with the following amendment: Sara Robert suggested that some items on the agenda be carried forward until the next meeting. All present agreed. Further copies of this document were available to committee members.

1. **Matters Arising**
   1. Occupational Licence for Pre-School (JC and SK)

John Corfield presented a document that he has amended and asked that Sonja Kotevska takes this to her chairperson and returns their comments to this committee at the next meeting.

* 1. Hall H&S Risk Assessment (JC and SS) – *carried forward*
  2. Letter to Pre-School regarding use of hall for WI Flower Show (JC) to be arranged
  3. Letter to Football Chairman (JC)
  4. ‘Green Deal’ and Solar Panels (EC and JC) – this investigation is now on hold
  5. 2013 AGM (JC) - records will be passed on to Kathi Walker
  6. Website Account (JC) - John Corfield is willing to be the website owner
  7. Letter from WI Skittles team (JC) this matter will be dealt with internally by the WI chairperson. This committee does not want an apology and Pam Turner proposed that the matter be dropped. All agreed
  8. Letter from Hilperton Parish Council regarding fencing the Play Area (JC) – this item will remain on the ‘wish list’ for discussion
  9. CPRE ‘Best Kept Village’ award and display (EC) - this will be displayed in the hall under unbreakable glass.
  10. User group agreements – *carried forward*

1. **Treasurer’s Report – Pam Turner**
2. **Summary**

Income on budget, with misc. hire at 67% (at 50%) – 10 private booking plus White Horse Opera in October. Plans for more hall events should help.

Expenditure is generally on course.

Current account at 30/10/12 balance is £2126.87

Please be progressive in our planning

1. **Draft Budget for 2012/13**

Services breakdown based on £2947 (gas), £5643 (electricity), £943 (water) 2011-12 plus a small increase for inflation.

1. **Club Debt Owed to hall**

Need to discuss possible repayment with Club. Possibly £2315 over 4 years?

1. **Ground Maintenance**

This has become an issue as there were 10 additional grass cuts @ £100 that were not itemised or dated. The original contract lists 18 cuts @ £100 and states a maximum total to be £2500. Ros Huggins says “It is important that it is established who requests/authorises additional work”, she also asked how much of this is influenced by the football situation.

Pam Turner suggests that Jack Heard informs the committee when he gets near to the cost limit and she is willing to be the liaison.

1. **Bar Staffing Charges**

Pam Turner has received an e-mail from Ros Huggins for the need to clarify payment for bar staff if hall volunteers are used. If the bar is manned by an additional paid member of staff the money goes to the bar and retained within the hall account if manned by volunteers. All agreed

1. **Booking Secretary’s Report – Sheila Sawyer**
2. Dance Group requested use of the stage extension on Dec. 15th. Pam will ask the “Hilperton Presents … “ committee this coming Sunday (Nov. 11th)
3. Christmas Disco – Joanne Cradock has told Sonja that she can arrange some Christmas bunting and Sheila will ask the Beaver s Leader if the boys will decorate a tree.
4. Whist Club have requested a Saturday booking. Committee agreed this was possible if there were no other bookings within two weeks
5. **New Items Identified prior to the Meeting**
6. Sportline Scanner Appeal (SR) – carried forward
7. Bar charge to hall or club? (PT) this matter was discussed during the treasurer’s report (item 4.5)
8. Strategy & Planning for S106 money from Blue Hills (JC)- carried forward
9. Bratton Silver Band. Arrangements to avoid unnecessary noise from the bar area (EC) – Ernie will speak to the bar users on that night.
10. **A.O.B.**
11. **Proceeds from regular Hall activities**

Bingo £130, 100 Club £30, Whist Drive £101 and Coffee Morning £347.52

Sincere thanks to Rachel Hall and Tessa Harding

1. **Bratton Silver Band on Dec 2nd**

Tessa Harding will organise mince pies

1. **Treasurer’s Responsibilities**

It was agreed that Pam Turner should be a signatory and she should deal with all money matters

1. **Payment in Cash to Disco Provider**

Ernie Clark and Pam Turner wish it to be minuted that they are not happy that that cash is being used as payment. After discussion it was decided that their comment would be noted and this payment would go ahead as long as the committee receives an itemised invoice.

1. **Draft Agenda**

This will now be displayed on the hall notice board 7 days prior to the meeting

**There being no further items for discussion the meeting was closed at 20:58**

**The date of the next meeting is: December 13th 2013**

**Signed as a true record approved by the Hall Management Committee ……………………………………**

**Print Name ……………………………………………………… Date…….13th December 2013**