

# Welney Parish Hall Management Committee

Minutes of a Committee meeting held in the Parish Hall, Welney, at 7.30 pm on Tues 10<sup>th</sup> February 2004

## Present:

Mark Farrow (Chair), Cllr. Steve Kerr (Vice-chair), Peter Cox (Treasurer and Correspondence Sec), Karen Fleming (Minutes Sec)  
Roger Giles (Functions organiser) (not present at the start, but arrived at 8.30 after item 4?)  
Also present: Mrs Pat Rix (Hall Licencee) from 8.00, after item 3?

## Absent:

Cllr. Ken Goodger

1 **Apologies:** none received.

2 **The minutes of the last meeting** on 2<sup>nd</sup> December 2003 were agreed, and signed by the Chair.

3 **Treasurer and Secretary's Report.**

- (a) **Architect's invoice.** After 5 months silence, we have received another request for payment from Mr Harrall. In his letter dated 3<sup>rd</sup> February he said "it was imperative to resolve this issue amicably between ourselves to avoid the need to have to pursue it through the courts". He has not responded to any of the comments made in the four letters sent to him between 2<sup>nd</sup> July and 5<sup>th</sup> September last year. (See also item 5 below).
- (b) **Bank mandate.** Barclays Bank wrote on the 21<sup>st</sup> October 2003 to confirm that all formalities in connection with our 29<sup>th</sup> April 2003 mandate had been completed. The three signatories are Mark Farrow, Karen Fleming and Roger Giles. Cheques require any two signatures. The Treasurer is not a signatory.
- (c) **Bank statement figures.** The latest statements we have show balances of £637.37 in the current account at 31<sup>st</sup> December 2003 and £15,050.70 in the deposit account at 7<sup>th</sup> November 2003. All statements are in the filing cabinet for inspection by any member.
- (d) **Health Centre surgeries in Hall.** We are awaiting payment of £125 for the second half of last year (only invoiced in December), and £125 for the first half of this year (invoiced this month).
- (e) **Fire inspection,** Cost of the annual inspection in November was £81.80. It included £35.55 to recharge one old water extinguisher and £11.42 to recharge the old blue cylinder in the kitchen. It may be cheaper to renew rather than recharge older extinguishers in future. Paid by cheque 31<sup>st</sup> January.

**MF proposed** that, in future, fire inspections should only be made in the presence of a Committee member, and that there should be consultation in Committee before any equipment is replaced or repaired. Seconded by KF. All agreed. PC to action.

- (f) **Income from Electricity Slot-meters,** The meters were read and emptied before the meeting by Mark Farrow-in the presence of Steve Kerr and Peter Cox. Readings were 293 and 016 compared with 221 and 956 at the previous emptying on 6<sup>th</sup> December so the income of £132 handed to Peter Cox was correct. £2 was returned to the meters for heating at the meeting.
- (g) **Electricity supply cost.** The charge for the period 25<sup>th</sup> Oct 2003 to 9<sup>th</sup> Jan 2004 was £112.76, based on actual readings taken on both dates. Paid by direct debit on 26<sup>th</sup> January.
- (h) **Hall bookings income.** The net income received after wages and heating costs for Surgeries and in periods of freezing weather, was: October £28, November £39.00, December a loss £29.00, and January a loss of £19.00. There is however £35 owing by the school for the 3 months Oct to Dec, which will give a total net income of £54 for the four months! (I understand that the School Secretary sent me a cheque on 18<sup>th</sup> January, but it hasn't arrived. She will "stop" that, and send another today).

Action  
by

PC

- (i) **Bingo.** Net income for October & November was only £10 after deductions of £19 for new books but December & January provided £110 in total, due partly to some of the Christmas prizes being donated rather than bought, and also by increased attendance, especially in January.
- (j) **Xmas Fayre.** A reasonably attended event on 6<sup>th</sup> December 2003 provided a net income of £94.09. This came from rent for 4 stalls @ £5, and 3 @£7.50, plus £39.19 from Amy Markham and the WI being the total income from refreshments, and £46 from the Friendship Club being 1/3 of the profit from the raffle, a total gross income of £127.69. Expenses were £27.60 for new decorations and £6 for heating.
- (k) **NAVH annual subs.** The annual subscription of £10 was paid by cheque on 31<sup>st</sup> January to renew membership for 2004  
NAVH can be contacted for free advice on all aspects of hall management on 01362 698216.

#### 4 Matters arising from meeting on 2<sup>nd</sup> December 2003

- (a) **Environmental health spot check.** Still awaiting water heater for sink. See also 4(h) below **MF**
- (b) **Electrical works for Licence renewal.** Still awaiting quotes from Whicker for this work. **MF**
- (c) **Disability Discrimination Act.** It was decided to leave discussion of works needed until after the AGM in April. **all**
- (d) **Water leak.** This has been resolved. The AW had found and repaired leaks on the supply pipe between the Hall and the old Three Tuns, so it was not our responsibility.
- (e) **Water bills.** Charges for supply through the second meter (serving kitchen). Not yet actioned. **PC**
- (f) **Ladies' Toilet.** PC can supply one lidded bin. MF will purchase a second one, also bin liners and sanitary disposal bags. MF will check if hooks are needed on toilet doors. **PC MF**
- (g) **Hall floor.** SK reported that he had cut an extra access hatch and inspected the floor and supporting walls at the entrance end of the Hall. The timber of the floor was in good condition, but the supporting wall just beyond the bar had sunk and he had inserted chocks to stop the movement. Because of the gap he was able to see through to the other walls and noted they were all supporting the floor. MF reminded us that further action on floor was necessary to clear and rebuild an air vent in the wall on the river side of the Hall and also to investigate the ramp side to see if we can fit a replacement air brick which was blocked off when the ramp was constructed. **all**
- (h) **Bar.** SK also reported that he had completed fitting the cupboards, sink and shelf in the bar. SK's total charge for materials and labour for all work on the bar and floor to date was £60.
- (i) **New bank mandate.** PC confirmed acceptance by Barclays Bank on 21<sup>st</sup> Oct 2003.

5 **Architect's invoice.** (From item 3) After discussion, all agreed to continue to deny liability or responsibility for payment in spite of the implied threat of future legal action. PC suggested that he draft a response, and e-mail to all members for comment/approval. Sec SK. All in favour. **PC**

#### 6 Annual financial accounts.

- (a) **Auditor.** PC proposed that we appoint Ian Shirley who has already said he is willing do this. Sec KF. Agreed unanimously.
- (b) **Accounting periods.** PC proposed that we make our initial period from 29th April 2003 to 31st Dec 2003, then annually on a calendar year basis. All agreed

7 **AGM and election of new Committee.** It was decided that the AGM is to be on the 2nd Tuesday of April, followed by elections. KF to write an article for the March edition of Welney News advertising both and inviting applicants, also to advertise in the usual village locations, i.e. shop and Parish hall notice board. **KF**

- 8 **Hall tariff.** PC said that the Bookings Secretary, Mrs Wendy Redman, had reported that 3 people had declined to book the Hall in December when told the cost for a party for adults was now £45. MF is to speak to Wendy and find out what feedback she has had since the tariff for Hall hire changed. MF suggested we might need to review the charge for adult parties down to, say £35. **MF**
  
- 9 **Mice in store-room** Farida Shirley of the Cygnets reported that droppings had been found. MF proposed putting some traps in the store-room and letting the Cygnets know their location. Sec KF. All agreed. MF to action. PC said there was that an electronic rodent deterrent in the kitchen but it only worked when there was credit left in the slot-meters, and only protected the storeroom if the storeroom door was left open. PC suggested that a socket be put in the store directly wired from the incoming supply not via the slot meters when the new distribution fuse units required for the next annual test are fitted. All agreed. MF will to discuss with Whickers of Downham Mkt and get a quote. **MF**
  
- 10 **Fund raising events.** There was a general discussion on holding a "Village Event" (not a "Parish Hall event") involving all organisations, School, Church, Cricket Club, etc, in mid/late summer this year, possibly on the Playing Field. No decisions made.
  
- 11 **Time of Committee meetings.** PC said he finds a 7.30 start for meetings is too early. KF & SK agreed, and MF proposed that all meetings start at 8pm except AGMs at 7.30, sec KF, all agreed.
  
- 12 **Ownership of the Hall.** PC reported that the Parish Council had contacted the EA and had been sent copies of all leases and documents in the EA file. The Hall itself had been leased since at least 1950, not just the land as popularly believed. The Council have asked the EA to try to find the original 1929 lease. The Council appear to have become the Trustees in 1986.
  
- 13 **Broken window.** MF reported the opening light of one of the windows facing the river has had its outer glass smashed. He has covered it temporarily. SK will measure it and arrange for a replacement double glazed unit to be made up. SK will probably be able to fit the unit. **SK**
  
- 14 **Xmas Fayre.** PC reported the net income was £94, not £74 as per details already circulated. There had been a misunderstanding with the Friendship Club who had been asked to run the raffle. We assumed they would be doing that on our behalf and they thought all the profits would be theirs. As a compromise, they kindly agreed to donate  $\frac{1}{3}$  to the hall. KF pointed out this mistake cost us £92.
  
- 15 **Correspondence.** Only the Architect's letter dealt with previously, in items 3 & 5
  
- 16 **Any other business.** It was brought to the Committee's attention that the Community Fund may have money we can bid for. There was an article about this in the December press. MF will try to find out more. **MF**
  
- 17 **Date of next meeting:** 13th April 2004, after the AGM and elections.
  
- 18 **Meeting closed:** 9.50 pm.

These minutes were read on \_\_\_\_\_ and agreed to be a true and full record on

Signed by the Chair .....