

Welney Parish Hall Management Committee

Minutes of a meeting held in the Parish Hall, Welney, at 8.30 pm on Tues 13th April 2004

Present:

Mark Farrow (Chair), Peter Cox (Treasurer and Correspondence Sec), Karen Fleming (Minutes Sec)
Roger Giles (Functions organiser) Cllr Ken Goodger

Also present: Mrs Pat Rix (Hall Licencee), Cllr J Farrow

The meeting started half an hour late due to the earlier AGM over-running due to public participation.

- Action
by**
- 1 **Apologies:** Cllr Steve Kerr
 - 2 **The minutes of the previous meeting** on 10th February 2004. MF said they were not available and this would be left until the next meeting.
 - 3 **Matters arising** from meeting on 10th February 2004.
 - (a) **Environmental health spot check.** Quote received for new water heater in bar: £120 + VAT
 - (b) **Electrical works for Licence renewal.** Quote received for 2 replacement consumer units on main supply board fitted with MCBs & RCDs: £320 + VAT
 - (c) **Emergency light** over fire exit on river side. Quote received for replacement: £90 + VAT.
Proposed by MF that we accept all 3 quotes from DJ Whicker in spite of being in excess of £500 in total & without alternative prices as we would be in contravention of the Licence if the light was not replaced straight away. Seconded KG, all agreed.
 - (d) **DDA works** – see item 10
 - (e) **Water bills**, charges for supply through second meter. PC will deal when time permits.
 - (f) **Ladies toilet** – sanitary waste disposal. MF has obtained and installed 2 bins, 1,000 disposal bags, and instruction notices.
 - (g) **Fire equipment** -repair/replacement at annual inspection. PC still hasn't written yet.
 - (h) **Hall tariff** for parties for adults. After discussion, agreed to review in 6 months
 - (i) **Mice** in store room. Only 2 mice caught. Problem appears to be resolved.
 - (j) **Broken Window.** Agreed to leave to next meeting
 - (k) **Air vents** under hall floor. MF to investigate & report at next meeting.
 - (l) **Homewatch.** Mrs Moss-Eccardt had earlier in the evening handed the treasurer a cheque for £150.25, being half the balance remaining in the Homewatch fund. PC will write & thank.
 - 4 **Election of officers.**
 - (a) **Chair.** Proposed by PC that MF be re-elected. Seconded KG, all agreed, and MF duly elected.
 - (b) **Secretary and Treasurer.** Proposed by KG that PC be re-elected. Seconded MF, all agreed, and PC duly elected.
 - (c) **Functions Organiser.** PC asked KF if she would be prepared to do this job if relieved of the minutes. KF said she would, but would have liked prior notice. PC then proposed that KF be appointed. Seconded RG, all agreed. KF asked PC if he was now taking the minutes, he confirmed he was.
 - 5 **Electricity Slot-meters**

Read by MF in presence of RG & PC. Readings were 365 and 066 compared with 293 and 016 previously, so the £122 cash (£72 + £50) handed to the Treasurer was correct.
 - 6 **Correspondence.**
 - (a) **Letter to Architect** dated 15th February. Committee deny liability, suggest he contacts Mr Green.
 - (b) **Letter to WPC** dated 8th March advising WPC of our position re Architects bill, & encl all correspondence with Architect from October 2002 to date, copies of minutes of October and November 2002, and old constitution, to pass to Council's legal advisors.
 - (c) **Letter to WPC** dated 14th March requesting insurance cover for Village Fete.
 - (d) **Letter to WPC** dated 14th March requesting decisions on Hall funds & VAT on Hall expenses.
 - (e) **Letter from WPC** Clerk dated 31st March advising Council's insurance cannot cover fete. "Arrange your own".
 - 7 **Partitioning of Hall – feasibility.** Left to next meeting
 - 8 **Village Fete and dance.** Date agreed Bank holiday Sat 28th August, at the Playing Field. SK could bring his band and Jess Kerr's disco could be available. MF said money should not be the main

thing, we need to get the village together. RG said a marquee would be needed, might cost £800. KG proposed the event be called "Gala day" as in the past. Seconded RG. Agreed. An evening dance was suggested, venue to be decided later – Hall or Playing Field. All info through MF. PC to check insurance cover.

9 Adoption of the Committee's Rules (the new "Constitution")

A copy had been circulated to all members for comment and suggestions. MF proposed the draft be sent to the Parish Council as a discussion document. Seconded by KG. All agreed. PC

10 Bills for payment/cheques for signature. The treasurer presented cheques for signature:

- (a) Hall insurance. £906.49 for period March 2003 to end of May 2004 payable to WPC.
- (b) Electrical inspections of faulty equip. £52.88 payable to DJ Whicker.
- (c) Information sheets for Village halls. £50.00 Payable to NRCC.

11 DDA. Re-Adoption of WNDiS access report and works required. PC said that he had proposed we adopt this at a previous meeting, but couldn't find it in the minutes, so he proposed it again. Seconded RG, all agreed.

12 DDA. Programme of works, obtaining grants. Held over to next meeting.

13 Any other business. None

14 Date of next meeting: Tuesday 8th June 2004 at 8.00pm in the Parish Hall.

Meeting closed at 9.40pm