

ICKLETON VILLAGE HALL

Minutes of the Committee Meeting held on Monday 26 January 2015 in the Gordon Woolhouse Meeting Room, Ickleton Village Hall at 8.00 pm

Present: Pam Fearn (Chairman), Martin Northfield, Madeleine Smith, Linda Hynard, Lewis Duke, Roy Smith (Hon. Treasurer), Jocelyn Flitton (Minute Secretary), Rosemary McKillen, David Mathias, Glynis Hammond.

001/15 Apologies: Steve Jenkins, John Holt
Other Absences: Vili Mila

002/15 Minutes of meeting held on 27 October 2014: The minutes were approved and signed by the Chairman.

003/15 Matters arising:

Village Website – Madeleine Smith is still working on this item with Andrew Shepperd.

Action: MS

Plaque for renaming ‘Gordon Woolhouse Room’ – this has now been fitted (see Item 009/15)

004/15 Signatures on “Trustees of Declaration of Charity Trustees Form” -

(S Jenkins, M Smith, D Mathias, G Hammond, Over 60’s/Short Mat Bowls) – The form was signed at the meeting by Madeleine Smith, David Mathias and Glynis Hammond. Jocelyn Flitton will ask Mary Woolhouse if she would like to represent the Short Mat Bowls/Over 60’s on the Committee.

Action: JAF

005/15 Financial Report:

The Hon. Treasurer reported that the accounts for the last financial year were now complete and need to be put on the Charity Commission’s website.

Action: RS

The Hon. Treasurer handed out his report for the 1st Quarter 2014/15 (see separate attached document). He said as income was holding up well, his recommendation/proposal was that we do not increase the booking charges for the coming year, but review them every year with the possibility of increasing the charges every other year. His recommendation/proposal was unanimously agreed by all the Committee.

The Chairman will write to all the users and put an article in Icene notifying everyone of this decision.

Action: PF

There was no known expenditure that was imminent. Lewis Duke queried the state of the floor. The Chairman pointed out that some tape had been put on the floor which leaves marks; she would highlight this problem to the Booking Secretary so he could mention it when showing round prospective users of the hall.

Action: PF

Supplementary Trust and amended Deed of Variation (LH) – Linda Hynard had sent an e-mail to the Charity Commission on 30th October 2014, but no response had yet been received. If no response is received shortly she will e-mail our solicitor as to the next course of action.

Action: PF

006/15 General Maintenance:

Cupboard in Changing Room – David Mathias reported that the cupboard would be built/completed by the end of March.

Action: DM

General repairs/Floor Cleaning – Lizzie Driver was still doing a good job cleaning the hall and reported any problems to the Chairman. The Chairman said there was no decorating that needed to be done at the moment. The additional pictures put up by the Ickleton Society in the Gordon Woolhouse Meeting Room had enhanced the room. David Mathias will report on the state of the showers after the cricket club season has begun.

Action: DM

Outside light (facing bins) is not working. John Holt said he would fix this.

Action: JH

Garden maintenance – June Woodward had kindly taken over the maintenance of the garden in front of the village hall. The Chairman had thanked her and said it was very much appreciated.

007/15 Expenses Policy: This item was still outstanding.

Action: RS/LH

008/15 Booking Secretary's Report: In the absence of the Booking Secretary, the Hon. Treasurer reported that money from Ickleton Football Club was in order, but it is unknown how much Crocus Football Club owe. The Chairman said this could be checked on line by seeing how many home games they had played. She will send the relevant details to the Booking Secretary and Hon. Treasurer.

Action: PF/VM/RS

The Hon. Treasurer would like to receive more information about bookings in the diary to enable him to carry out the relevant invoicing.

Action: VM

009/15 Fund Raising Events

Open Day - 6 December 2014 inc. renaming Meeting Room – The number of people coming along was disappointing but enough people were in attendance when the Meeting Room was renamed as 'Gordon Woolhouse Meeting Room'.

Quiz Night – 31 January 2015 – The Chairman reported that several teams had applied and it is hoped there will be 10 teams in attendance. Iain Livingstone is the question master. Neil McKillen has offered to run the bar.

Action: ALL

010/15 First Aid box: John Holt had reported he had checked the box which just needed some antiseptic wipes which he would purchase.

Action: JH

Fixing a Defibrillator to outside of Village Hall: Lewis Duke reported that the Parish Council were keen on installing a Defibrillator and felt it should be a joint project as it was being fixed to the Village Hall. There were several options of equipment available, but some versions would require access to a power point. The Committee had in principle no objections to the use of the village hall electricity supply. He also asked if the Committee would consider contributing towards the cost of the purchase of a Defibrillator. The Chairman raised some concerns about the upkeep and maintenance. The Hon. Treasurer suggested a contribution of £250.00. The Chairman will make enquiries about the cost of insuring the item as it would be fixed to the Village Hall. Glynis Hammond would make enquiries as to how it works when they are fixed on station platforms and into the back of police cars. The Chairman asked David Mathias to check the Cambridgeshire Cricket Board whether any other Cricket Clubs now have these available.

Action: PF/LD/GH/DM/RS

011/15 SCDC Premises Licence Renewal: The Chairman was in the process of updating the Premises License. As it can now be done as a Committee and not an individual, she has completed the forms for the Committee.

Action: PF

012/15 Correspondence: A letter of thanks had been received from David and Jean Whitaker.

John Holt had written on behalf of the Badminton Club asking for a reduction in their hire fees for 12 months to allow them to build up a small reserve. The Committee agreed to allow this for six months starting from 1st January 2015 after which time it would be reviewed.

Action: RS

013/15 Any Other Business: The Chairman will check to see if the CCTV camera coverage could be extended to include the Sports Storage Unit and the Defibrillator if installed.

Action: PF

014/15 Date of next meeting: Monday 20th April 2015 at 8.00 pm

There being no further business the meeting closed at 8.50 pm.

Chairman

Date