**Minutes of Committee Meeting held at Over**

**Haddon Village Hall on Monday 7th January at 7.30pm**

**Action**

**1.ZH**

**2. All**

**3. & 4. Social sub-committee**

**5.MC**

**Present: (signed list attached)**

Caroline Jones; Zena Hawley; Helen Head; Trish Renshaw; Bill Parke; Roger Truscott; Jen Foxon; Jill Beckett; Dick Foxon

**Apologies:** Christine Chresta; Martin Chresta

**Declarations of Interest:** None

**Minutes of meeting(s) dated:**

**19/11/18- Management Committee.** These were accepted as a true and accurate record and signed by the Chair. Proposed: Jen Foxon; Seconded: Bill Parke

**Matters arising from Minutes dated:**

1) Zena Hawley to consult with Dick Foxon and Martin Chresta over transferring authorization for DBS 1

2) Plant room tidying will take place on 13/1/19 at 10.30 2

3) Village Halls week to be discussed at a meeting of the social sub-committee on 9/1/19 3

4) Discussion of the possibility of an information leaflet to be carried forward 4

5) The transfer of £2,000 from the reserve a/c to the current a/c has been completed.

6) Geoff Sheldon has fixed the loose paving stone.

7) The hazard tape has been purchased and will be affixed next time the stage is used. Wall crack carried forward 5

8) Fluorescent tubes have been purchased and replaced.

9) A report has been submitted to the Armed Forces Benevolent Fund.

10) Posters for Pat’s Quiz have been done.

11) The Christmas tree has been dealt with.

**NCVO Governance Code**

Helen Head suggested that the committee should revisit Principle 3 on Integrity and Respect. It was agreed that we need to ensure that the charity’s reputation is maintained and that Trustees are aware of their responsibilities, but it was pointed out that all members have been given the guidelines issued by the Charity Commission. It was decided that a good time to look again at the issues involved would be after the next AGM.

**Treasurer’s Report**

* The Income and Expenditure statement for the financial year to date, and a detailed transactional activity breakdown from the date of the last report had already been circulated to members. These were approved by the committee and signed off by the Chair.
* £2,000 was moved from the reserve a/c to the current a/c on 27/11/18
* The balances at NatWest as at 3/1/19 were a) current a/c £3470 & reserve a/c £18,736

**1**

* There was one unpresented cheque for £99

**Action**

**6.BP/DF**

**7. DF/BP/ZH**

**8.MC**

**9.JF**

**10. CJ**

* The Treasurer pointed out that at the moment 60-70% of the hall’s net income comes from the feed-in tariff, and it was agreed that we need to try to increase other sources of income. It was also agreed that a finance sub-committee should be set up. Proposed : Trish Renshaw; Seconded: Caroline Jones 6
* The necessary changes to EOn contact details are to be dealt with, but it was stressed that the changes must not be seen as a break in the contract. 7
* Confirmation of the change of signatories at the bank is still awaited.

**Maintenance Report** (in absentia)

* The engineer has confirmed that the power board on the main unit of the Air Source heat pump needs to be replaced. He has not confirmed that this will be done under warranty, nor when, in spite of repeated attempts to contact him.
* The electrician has been contacted about the emergency light - a reply is awaited.
* It was pointed out that there are some loose tiles on the roof that have caused damp patches in the lobby, and that some loose stones still need securing 8

**Inventory – due January 2019**

This will be done on 8/1/19 9

**Bookings Report**

A copy had already been circulated to members.

Requests had been made from 2 sources for bookings to hold dog First Aid Courses. It was decided that these could go ahead, but only if dummy dogs were used.

**Digital and Website Report**

* Caroline Jones reported that all the regular events are now advertised on Facebook
* The new year message had proved popular
* Village Halls week will be publicized on a daily basis 10
* The Ebb and Flow concert will be highlighted
* The website is up to date. Contact details are to be restricted to the Hall address.

**Admin and Compliance Report**

* Correspondence and E-Mails

3/1/19 – a report and review form was sent to the Army Benevolent Fund who provided the silhouettes for our Remembrance Day events.

**Social Sub-Committee Report**

* A meeting of the sub-committee will be held on 9/1/19.
* Activities suggested are a talk on Ash Dieback in Feb/March, and a Race night with cocktails on 6/4/19. Other suggestions to be discussed.
* **Calendar of Events for Organisation**

**19/1/19 - ‘Ebb and Flow’** musical evening – the Lathkil to provide the chilli, Caroline Jones to advertise, and a request was made for raffle prizes.

**Debriefs**

Pat’s Big Quiz. A very successful and enjoyable evening. It was well attended and raised over £200 for village hall funds.

**2**

**Other Reports:**

**Action**

**11. CC**

* **Well Dressing** The RHS has agreed that dressers may use a smaller/junior board, so it has been decided to explore the possibility of submitting a design. Christine Chresta will circulate the information and ask for volunteers who can commit to the relevant dates 11
* **Village Show**  No report
* **St. Anne’s representative** The leaflet ‘Parish Pump’ has replaced ‘Good News’ magazine, and is available monthly in church.
* **Indoor Bowls** This will restart on Monday 14/1/19
* **Parish Council**  No report
* **Friends of St Anne’s**
* FOSA has contributed to the cost of securing some of the gravestones
* Geoff Sheldon is to be approached about restoration work to the path
* A letter is to be distributed to everyone in the village in a bid to raise more donations
* There will be another cream tea afternoon in May
* **Film Club**  The next film will be ‘Goodbye Christopher Robin’ on 20/1/19
* **Book Club** This month’s book is ‘How Hard Can It Be?’ by Allison Pearson
* **Coffee Morning** Restarts 11/1/19 – this may be the final attempt to see whether it is supported or not.
* **Table Tennis**  Also restarts this week
* **History Group**
* The November meeting was a well-attended ‘nostalgia’ evening, with mince pies provided, and members bringing various memorabilia to spark discussion.
* This year’s schedule is to be sorted in the near future.
* The next meeting will be on 24/1/19

**Any Other Business**

* Jill Beckett asked for suggestions for events which might raise valuable funds
* Email addresses c/f

**The Chair thanked members for their attendance and contributions.**

**The meeting closed at 9.05**

**Date of Next Meeting 18th February 2019 at 7.30pm**

**NB. Would you like any subjects to be included on the agenda for the next meeting? If so, please let Zena know as soon as possible.**

**c/c:**

**Helen Head Martin Chresta Christine Chresta Jen Foxon Dick Foxon Bill Parke**

**Zena Hawley Caroline Jones Roger Truscott Jill Beckett Trish Renshaw**

**3**