

Whimble Victory Hall

Minutes of the meeting of the Trustees held on 24th September 2001.

Present

John Discombe	Chairman
Brian Weeks	Vice Chairman
John Mackie	Treasurer
Penny Wienreb	Bookings Secretary
Peter Bowden	Elected Member
Daniel Batt	Representative V.P.A.
Margaret Bucknell	Representative Parochial Church Council
Sarah Griffin	Representative Playgroup
Caroline Ward Rees	Representative School PTFA
Sylvia Broom,	Representative WI
Shirley Peters	Representative Mothers Union
John Williams	Representative Whimble History Society

1. Apologies:

Apologies for absence were received from Raymond Burroughs, Avril Ellingham, Arthur Iball, Carole Shilston, Bob Scanlan and Pam Scanlan (Secretary).

The Chairman welcomed John Williams as a new member of the committee representing the Whimble History Society, and informed the committee that Avril Ellingham would be joining the committee to represent the P.C.C.

2. Minutes of Previous Meeting:

The minutes of the meeting of 23rd July 2001 were agreed as correct and were signed by the Chairman.

3. Matters Arising:

3.1.1 New Notice board.

There was no further information on the progress of the new notice board. would be asked to write to Kevin Wheaton accepting his quote and asking him to proceed as soon as possible. **Action PS.**

3.1.2 Cracks in walls

Kevin Wheaton will be carrying out the work to repair the cracks in the walls at half term.

3.1.3 Hot Water System

The hot water system is now working in all the toilets. A new sink has been fitted in the billiard room. The shelving for this unit is being left for the playgroup to arrange.

3.1.4 Retaining wall.

The retaining wall will be built shortly. All the materials are there and are just waiting for EDDC to get their men to complete the task.

3.1.5 Purchase of new urn

Brian Weeks has investigated the cost of buying a new urn. He found a commercial urn at the trade price of £179.99. At that price it was considered best to repair the existing urn.

3.1.6 Front door key safe

The front door key safe has been fitted and is now in use. It is greatly appreciated by Mrs Carter.

3.1.7 Caretaker's Job Description

Mrs Carter was not aware of having a job description. She would be asked to put together a list of all the duties she does, the materials she obtains, and tasks she carries out so that a job description can be prepared. Penny Wienreb agreed to speak to Mrs Carter and help compile the list. **Action PW.**

3. Maintenance:

All maintenance tasks outstanding from the last meeting have been completed. The middle doors in the entrance hall are not functioning properly and Brian Weeks was asked to order new hinges from Screwfix and get them repaired.

Action BW.

Correspondence:

A letter had been received from Mr Daniels asking for payment for the electrical work he had carried out.

A letter had been received from the Over 60's club expressing their concern about loud music during parties for younger children. After a lengthy discussion it was agreed that Penny Wienreb would inform users at the time of booking that noise must kept down to a reasonable level. **Action PW.**

6. Treasurer's Report:

The Treasurer reported the current financial position was as follows:

Current account balance	£ 498.07
Deposit account balance	£3430.39
Total	£3928.46
Outstanding cheques	£ 67.75

We have yet to receive the final bill from Mr O'Dell the plumber. This is needed before the grants can be claimed.

7. Booking Secretary's report:

The hall had been booked for four parties since the last meeting. One of those parties, held on 15th September, was completely out of control. Several complaints were received from local residents. This booking was made before the new booking form came into use setting out the terms and conditions relating to noise.

A problem occurred with conflicting bookings for the Young Farmers Club and the British Legion. This illustrates the need to improve booking procedures. The Chairman agreed to review the existing arrangements. **Action JD.**

The school now wishes to book the main hall on Tuesday afternoons. It was felt that the Over 60's club must be informed of this. The Over 60's club would be asked to book the main hall only in the school holidays. **Action AI.**

The Booking Secretary is now going to be working more so is looking for a replacement. A job-share was suggested. It was felt that this matter should be discussed further at another time. The Treasurer said he had now taken over the billing and finance, which would leave Penny with just the task of taking the bookings. This was how it was left until the committee meeting after the Annual General Meeting.

8. Any Other Business

The Chairman will notify members of a new date for the hall clean-up. **Action JD.**

The Chairman agreed to contact the decorators as they said they would complete the painting touch-up within a year. **Action JD.**

The date for the Annual General Meeting was set as the 26th November. The Secretary was asked to contact organisations to ask them to nominate their representatives for next year. **Action PS.**

Work on a revised constitution is continuing. Some issues will need to be discussed at the annual general meeting including the terms of office for officers, the arrangements for Chairmanship of the annual general meeting, and clarification of which organisations are entitled to nominate representatives to the committee.

The boiler house has not been water-proofed so that the Youth Club can move their equipment from the Playgroup area. This will be sorted out when the clean-up takes place

The school have not been moving their equipment at weekends as expected. For example the equipment was cleared away for the weekend of 23rd/24th. The Secretary was asked to write to school to confirm that in future they will move their equipment before every weekend. **Action PS.**

9. Date of Next Meeting:

The next meeting of the committee will take place after the AGM on 26th November.

The meeting closed @ 9.10p.m.