

REDLAKE VALLEY VILLAGE HALL COMMITTEE

ORDINARY MEETING

MINUTES

Thursday 5th September 7.30 pm

Present: Ian Campbell, Patrick Cosgrove, Simon Jameson, James Middleton (chair), Peter Sherman, Becky Whitton

Apologies: Di Cosgrove, Christine Rogers, Jim Rogers,

1. Minutes from previous meeting and action points for discussion:

The minutes were proposed by Ian Campbell and approved by Becky Whitton

- storage of spare glasses – spare crockery is now in plastic storage boxes in the store cupboard, making way for the glasses that had previously been in boxes on the kitchen floor
- heating problems – a leaking pressure relief valve has been replaced under guarantee and James now feels confident that the system is working correctly; wood pellets have been purchased in bulk
- website training – Patrick has been unable to find any free website design courses for the voluntary sector
- a village hall piano- Becky recommend that if/when there is sufficient money, the hall should buy a good quality electronic piano; they cost about £7-800 new but can sometimes be found second hand – item carried forward to next meeting **c/f**
- revisions to Trust Deed – in the light of some amendments being required to the hall's Trust Deed, Patrick has discussed this with the Rural Community Council. Their recommendation is to not adopt the modern format for the trust deed as it is even wordier than the one that the hall uses at present; instead they had recommended that all changes be carried out at one go prior to submission to the Charity Commission. Patrick will draft two changes for consideration at the next meeting: the first is with reference to naming those organisations that may nominate representatives to the hall committee; the second is for the insertion of a procedure for rapid actions when it is not possible to call an emergency meeting. A form of wording was discussed as shown below and will be approved or amended at the next meeting at the same time as making the necessary changes to the Trust Deed **ACTION PC**

Draft Emergency Procedure

In the event of a rapid decision being required that cannot wait until the next scheduled meeting, and it not being possible or appropriate to convene a meeting of the trustees, the preferred approach is that the chairman plus two of the other three officers agree the necessary action, preferably by meeting in person. In the event of the chairman not being available, two officers plus one other trustee may agree the action. The financial limit for expenditure arising from such actions is £tba

- Clun Town Council nomination: it was agreed that in the light of good relations with Clun Town Council through other channels there was no necessity to pursue the request made earlier this year for a Town Council representative on the hall committee, but this will be kept under review.

2. Treasurer's report – not available

3. Car park lighting:

The lights that had been removed from the village hall sign were trialled as uplighters. It was thought that they would be fit for the purpose so James and Ian will work together to arrange engineering and electrical work. James will inform Michael MacTurk that this will be carried out. **ACTION JM/IC**

Peter reported that because the balance of expenditure had already been returned to the Big Lottery Fund, that money was not available for the changes that are required. He also reported that he had informed the Big Lottery that because of the delay caused by the need for alterations to the lights, he would submit the statement of completion as soon as is possible. **ACTION PS**

4. New hosting for Chapel Lawn website - how other village organisations can now make use of it (Patrick/Becky?)

Becky explained that access by other local organisations to the new website host was now possible, by password, but if required it had to be carried out in conjunction with herself and in a controlled manner to avoid interference with the village website. Patrick has expressed an interest in order to transfer history articles and resources from the Shropshire Archives website; he also wondered if the Community Benefit Society would prefer to use it rather than repeatedly ask Becky to update their pages.

5. AOB

Licensing requirements were discussed in relation to films and music; Patrick will research PRS licences and also find out the approach taken by other village **ACTION PC**

At Simon's request, it was agreed that most decorations, notices, fitting etc could be cleared by the Redlake Artists in preparation for their forthcoming exhibition, on the condition that everything was restored correctly, although Simon was advised to talk separately to the WI about their fittings

It was agreed that a few more pint glasses were need. Maybe Jim and Christine could get some when they next stocked the bar.

6. Date of next meeting

Tuesday 12th November 7.30 pm.