Whimple Victory Hall

Minutes of meeting of Trustees held at 7.30pm on Monday 14h October 2019

in the Committee room of the Hall

Present:			
Trustee Officers		**Trustee Reps**	
Maria Wallis (MW)	Chair	Maria Wallis (MW)	Whimple Primary School
Chris Olive (CO)	Treasurer	John Griffiths (JG)	Parish Council
Rob Davis (RD)	Vice Chair		
Ali Tierney (AT)	Bookings Secretary	Rachel Owen (RO)	Carpet Bowls
Di Wilkins (DW)	Secretary	Rob Davis (RD)	Film Club
Margaret Bucknell (MB)	Officer		
		Rosemary Davies (RoD)	Parish Church
		Di Eden (DE)	WI
		John Down (JD)	Young Farmers

	NOTES	**ACTION**
1	**Apologies received**	
	Georgina Bayley, Viv Brown, Paul Wilson, Jo Sibley, Arthur Iball, Kaya Taylor. Andrea Bristow no longer Whimpletons rep – new rep to be confirmed.	
2	**Matters arising from minutes of the last Trustees meeting**	**ACTION**
i	September minutes approved and signed.	
ii	Election of Chair, Secretary and Officers Chair successor planning - see item 8 below. Duties Bob Scanlon undertook - list of duties received and with CO. BS will continue to maintain the website. RD to handle Hallmark re-registration process (Hallmark document dated 23.8.2017). BS role to be discussed further and advertised as appropriate in January or February edition of Whimple News.	RD
iii	Future of hall consultation MACE report received, to be reviewed by Bob Scanlon and sent to MW.	
iv	Fund raising events	**ACTION**
	Young Farmers Big Breakfast, 3rd November, 8-12 - **NB: date changed from 24th to 3rd November** Posters supplied at meeting to be placed on notice board. JD email poster to Secretary. All to offer support on the day.	All
	Quiz at Thirsty Farmer in aid of WVH, Sunday 1st December - £10 entry ticket includes sausage and mash.	All

	MB, MW, DW, VB and RD to form quiz team. Bring entrance money to next meeting to secure table.	MB, MW, RD, DW, VB
	Table Top Sale, 11th January 2020, 10-2pm - Offers of help/manning of tables: China & glass table - MB, Tea & coffees - RoD, Raffle – RO. Further table volunteer names to MW as soon as possible. All to offer support on the day	 All
	VE Day event, Friday 8th May - There will be jeeps, children's costume, flags, music, singing by Julia Greenwood. Church to provide food.	
	Village Week – Events being considered, possibly one with History Society.	
	2021 Calendar – All user groups to consider if they'd be willing to be in a clothed 2021 calendar and advise MW as soon as possible. This is especially important as November and December photographs would have to be shot this year. The more people in the photo the better.	
v	<u>Thermometer</u> Currently being made, it should be erected in a visible place. **Committee agreed thermometer should be placed near notice board next to roadside.** Include 'In kind' donations on tally. Produce paper copies of thermometer, updated monthly, for display in village shop window and Church notice board, also include in Whimple News. £1000 per month target is challenging. Each user group should consider a type of event they could hold to yield maximum publicity and income. Beneficial to tie in with the hall's 100 year commemoration themes.	 CO MB
vi	<u>Decorations in hall</u> Kitchen - painted by Karen Hall-Williams at no charge. Main hall - Victoria Kendrew donated £500 off cost of decorating main hall. Note above two 'In kind' donations. To facilitate hall decoration, items must be moved out on 20th October from 11.30, and back in on 26th October after Soup n Sarnie, from 2.30. Christmas decorations – put up drapes for Christmas decorations	 CO All

	on Sunday 1st December. Seek advice on how to do from David Myers and Bob Scanlon. Volunteers needed. Regular decorations should be handled by Building Sub Committee.	 MW, RD All
vii	<u>Building, Maintenance and Projects Sub Committee</u> Bob Scanlon reviewed MACE report and made observations. See 7 below. JG to enquire if Whimpletons could hold a raffle for WVH refurbishment fund raising at their pantomime in February.	 JG
3	**Soup n Sarnie**	**ACTION**
	September event was one of many in village and reasonably well attended, efficient use of ingredients resulted in a profit. One event per month planned for 2020.	
4	**Correspondence**	**ACTION**
	MW received letter from Bob Scanlon thanking the Trustees for the leaving gifts and messages of good wishes. Letter handed to Secretary for filing.	
5	**Management Sub Committee**	**ACTION**
	<u>Grant funding</u> RD investigated two funding streams. i) Government – 'Regenerate Village Halls' – 100 year old halls can obtain 20% grant from Government for £50,000+ projects. End of November deadline for one page 'what and why' and end of March 2020 deadline with more detailed application. ii) EDCC – 'Crowdfund East Devon' – based on pledges from public and matched by EDCC up to £10,000. Agreed to revisit 'Crowdfund East Devon' at November meeting. We are almost ready to apply for a 'Regenerate Village Halls' grant due to the repairs and financial information detailed in the MACE report, using the report to evidence our application and indicate estimated costs. Assuming we use the costing basis from the MACE report which totals £150,000 (including VAT & Consultation fee) and we were to apply for 20% funding: approximately £100,000 of the total project cost (exc vat) would be eligible for funding (specialist surveys and professional services fees are excluded). This would amount to a £20,000 grant. If we were to apply for the maximum amount of grant we can, all building related repairs would be included, as well as updates mentioned in the report to become fully compliant with current Fire and H&S regulations.	

	Committee agreed that RD should go ahead and write a one page 'what and why' application for grant from the 'Regenerate Village Halls' fund.	RD
6	**Finance Sub Committee**	**ACTION**
i)	Treasurer's Report	
	September 2019 financial report circulated. CO to keep tally of 'In kind' donations - donations of time or materials by public and include on thermometer display. Donations will be counted from Summer 2019 to end of 2020. £500 donation received to be added to first month on target. Finance meeting held immediately before this meeting discussed raising of hall hire charges. **Finance Sub Committee do not recommend an increase to hall hire charges from the beginning of January 2020.** This conclusion was made because of possible disruption caused by further structural surveys, intrusive, repair or maintenance work being carried out in conjunction with any refurbishment. **Finance Sub Committee agreed to implement charging for damage caused to the hall; e.g. for use of sellotape or blu tak resulting in paint damage and for use of hall/room before or after agreed hire times.** **Charges will take effect from 1st November.**	CO The finance meeting will reconvene in the spring to review charging levels
ii)	Booking Secretary's Report	
	Steady bookings received so far for October and November, as well as some for 2020.	
7	**Building & Maintenance Sub committee**	**ACTION**
	The core group on the Committee will meet on Tuesday 5th November in Committee Room to review the MACE report, draw up a plan of action and look to expand the group to include experts from the community.	MW, RD, CO, VB & DW
8	**Chair successor planning**	**ACTION**
	The ideal candidate should be able to evidence experience, typically in the areas of project management and team leadership. MW will draw up outline job description (JD) and person specification (PS). Aim to advertise post in March 2020 edition of Whimple News.	MW

9	**Proposed dates of Meetings for 2019-2020**	**ACTION**
	2019 – 7.30pm Monday 25th November **2020 – all 7.30pm** Monday 6th January Monday 24th February Monday 23rd March Monday 27th April Monday 8th June Monday 20th July Monday 7th September, preceded by AGM at 7pm Monday 12th October Monday 23rd November	
	Meeting closed at 8.25pm	
7	**Date of next meeting**	
	Monday 25th November 2019 at 7.30pm in the Committee room unless otherwise advised.	

Whimple Victory Hall – diary dates 2019-2020

Committee meetings	Soup n Sarnie	Fund raising events
All meetings held on Mondays at 7.30pm	**All events held on Saturdays at 12-1.30pm**	
2019	**2019**	**2019**
9th September	28th September	
14th October	26th October	
25th November	30th November	Sunday 3rd November – Young Farmers Big Breakfast
	14th December (Christmas special)	
2020	**2020**	**2020**
6th January	25th January	Saturday 11th January – Table top sale, 10am-2pm
24th February	29th February	
23rd March	28th March	
27th April	25th April	
	30th May	Friday 8th May – VE Day Celebrations
8th June	27th June	
20th July	25th July	
	29th August (100th Anniversary)	
7th September AGM at 7pm	26th September	
12th October	31st October (Halloween special)	
23rd November	28th November	
	12th December (Christmas special)	