



Regd Charity 1050729

Minutes of North and South Wheatley Village Hall Committee Meeting

Tuesday 17 April 2018 at 7.00pm

Present:

Carole Tasker	Chairman/Cricket Club Representative
Geoff Ward	Vice Chair/ Bowls Club Representative
Rose Sharpe	Secretary/Treasurer/ Village Representative
Matthew Bennett	Village Representative
Josie Bennett	Village Representative
Alan Guest	Wheatley Family History Representative
Val Smelt	Brownies/Guides/ Rainbows Representative
Alan Ryder	Village Representative
Sandy Sanderson	Village Representative
Leah Wilcox	WI Representative
Charles Hall	Churches in Wheatley Representative
Kerry Driver	Booking Clerk/ Caretaker

1. Apologies:

Wenda Tasker	Clays Horticultural Representative
Charlotte Wright	Parish Council Representative

2. **Minutes of the March committee meeting:** As previously circulated.
The minutes were agreed and signed by CT as a true and correct record.

3. Matters arising from the minutes:

AG is setting up the new laptop. It was agreed that KD will need Word etc

Action: RS to purchase Office Home and Student Edition from Argos at £119.00

After discussion of the options AG had researched for the purchase of a mobile phone for KD, it was agreed to purchase the Samsung Galaxy J3 (8mb) £129.95 and a 12 month contract from Vodafone £8 per month for unlimited texts and minutes and 3 Gb data

Action: RS to purchase the phone and set up contract with Vodafone

Thanks to AG for his research and advice on this

RS has set up a new 3 year fixed contract with British Gas for gas.

4. Correspondence:

None

5. Treasurer's report:

RS went through the March Accounts which had previously been circulated. She has finished the Annual Accounts and they are to be audited on Monday 30 April 2018.

There is an outstanding invoice for electricity used by the Bowls Club

Action: GW to chase up with the Bowls Club

6. Caretaker's report:

As previously circulated. Points arising:

The small Burco water boiler has a broken tap. RS is currently in discussion with Burco about a replacement (a long saga) as the boiler is still within warranty.

***Post meeting note:** Burco insist the tap is a chargeable item and RS has had to pay £16.00 for a replacement. Whilst waiting for it, Chris Sharpe has repaired the tap and so we now have a spare replacement tap (probably a good thing as the tap is very flimsy) !*

PTFA has tried to book the hall for an event in the summer which clashed with other bookings. They did not consult the booking clerk first. The committee agreed that this was not acceptable and bookings are 'first come first served'. KD has offered the PTFA alternative dates but these have not been taken up.

Action: CT to investigate and discuss with PTFA/School

Action: RS to invite PTFA to be represented on the Village Hall committee to avoid these problems

7. Fund raising:

CT has submitted our application to Village Ventures and we should know the outcome shortly.

Ron Spence evening

50 tickets have so far been sold for the Ron Spence event. CT is organising the sausages, rolls etc for the hot dogs. CW and CK to be asked to help with the serving on the night.

Bar: Chris and Terry

Door: Rose

Raffle: Charles, Prizes: Josie

Host: Alan R

RS and CS will purchase the bar and take down to the hall around 5.30pm

AR, CS, RS setting up tables 5.30pm

CT food prep from 5.30pm.....

Coffee Morning and Table Top sale: Saturday 9 June 2018

RS asked about charity stalls etc. AG confirmed the Family History Society will be present giving help and information.

Action: AG to send a title for the publicity

RS asked if it would be possible for 'Guide Dogs' to be present again?

Action: VS to contact Sue Ward

(Post meeting note: Sue will plan to be there with her new Guide Dog puppy)

Quiz Night

Quiz Night will be Saturday 6 October 2018

8. Maintenance:

Stage work

The joinery and plastering work is complete on the stage area and has received many compliments already. The tracking for the stage curtains is to be put up Thursday 26 May. CS and GW are to paint the area where the tracking will be installed. We now need a date from the decorator to complete the redecoration of that area.

Action: KD to liaise with the decorator over dates

Action: RS to liaise with Tim Crowson regarding the curtains after decorator has finished.

*(Post meeting note: when the tracking was being installed, it was found that some timber needed to be fixed to the 'ceiling' where the wing bars for the wing curtains are to be fitted. **Geoff and Chris sorted it!**)*

There was a discussion again regarding a wall mounted water heater. GW had information regarding a wall mounted kettle which seemed a good idea, but there was no agreement on the way forward. Space, cost of running, residual water... all issues not resolved.

Action: RS to contact other halls and to ask the Burco engineer

9. Newsletter:

AR reported that the 'regular users' slot in the newsletter which last month featured the CHS resulted in a new member for the Society. Next newsletter is due mid May.

10. Data Protection (GDPR).

RS ran through the requirements of the new GDPR Regulations which come into effect on May 25 2018. It is fairly complex (we will need to ask permission of our contacts to hold their personal information, to produce a new Policy and a Privacy Statement). The security and storage of what is currently held needs to be investigated and actioned and RS asked for a small group to meet and look at the issue. RS has drawn up draft papers as a start. The purchase of laptop and phone for use by KD as the Booking Clerk are part of the measures.

Action: RS, AG, AR, KD and CT to meet in the Village Hall on Friday 18 May 11 - 1 to discuss

11. AOB:

KD asked group reps to check with their groups regarding this year's Waikiki event (which is on Sunday 15 July) as to whether they are able to support in the usual way and report back to the next committee meeting.

Meeting closed at 2020 hrs

Next Meeting: Tuesday 15 May 2018 at 7.pm (AGM) followed by the committee meeting