

Whorlton Village Community Association

Minutes of Committee Meeting on Wednesday 4TH August 2021 at 7.00pm In Whorlton Village Hall

Prepared by	Mary Stastny
Distribution of Minutes	E – mail
Committee members present	Chris Connolly(CC - Chair), Gillian Connolly (GC - Treasurer), Mary Stastny (MS - Minute Secretary), George Stastny (GS), Ann Foster (AF), Fred Robineau (FR), Jane Robineau (JR), Michele Bigge (MB),
Volunteers present	Rod Dawson (RD)

Agenda Item	ACTION
1. Apologies –Peter Bigge (PB), Linda Alderson (LA)	
2. (Declarations of Interest) GS is a Member of the Parish Council. CC said this could be a permanent Declaration of Interest. PB should therefore be added as well.	
3. Minutes of last meeting – Accepted by all	
4. Actions arising – <ul style="list-style-type: none"> • All Trustees have confirmed that they have read and understood the Charity Commission Guide for Trustees. • Coffee Morning – the date has moved to 2nd October. • GS has painted the village hall doors, front and back. • All other actions covered below. 	
5. Finances – GC <ul style="list-style-type: none"> • Surplus stands at £31,330.38 - For other details see attached sheet. • GC says there are very few bookings, so there is very little income - We need to think about how to advertise the Hall. • Three Years Running Costs equals £10,000 approximately and allowing for inflation. It will be ringfenced, so we always have it in hand. Agreed by all. • Online banking will be applied for as soon as we have a new Constitution agreed, then all bills can be paid that way. • GS suggested the £10,000 should be on a high interest account. It was felt however that instant access was very important. GC says it is already in a savings account, but would investigate options and present at the next meeting. 	GC
6. Governance and Constitution (CC) <ul style="list-style-type: none"> • Until now we have been operating under a constitution drawn up in May 1997; it was not WVCA-specific, but a copy of a template. • CC has blended 3 templates and written up a new Constitution to fit our needs. <p>Following discussion:</p> <ul style="list-style-type: none"> ○ It was agreed that the Treasurer could make payments up to £100 without prior agreement of the Committee, provided that the 	

<p>payments were in accordance with the Objects of the Charity. Furthermore, the Treasurer was authorised to pay all maintenance and energy bills without prior consultation, subject to there being an invoice.</p> <ul style="list-style-type: none"> ○ The amount needed to be ringfenced, equal to three years running costs, will be reviewed at each AGM. ○ Proposed Membership of WVCA: CC suggested it could be offered for £1 per annum. MS pointed out that lots of people pay subs to the WVCA and suggested that for their subs they could become automatic members. The application form which would be attached to the request for subs would ask for their email address so that they could all be sent a copy of the Agenda and the Minutes after each meeting. CC noted the requirement for a Data Handling Policy and would take for action. ○ FR felt that all members should be sent a copy of the minutes. ○ The sub/ membership fee should be set at £5. All agreed. ○ New Trustees can be co-opted during the year, between one AGM and another. It was agreed there would be no limit on the number of co-opted Trustees. ○ We should try to attract more people to take an interest in village life and so the AGM should/could be more of a party with drinks and refreshments. ○ Trustee meetings – a quorum should be at least 50% of the committee. ○ Minutes of all meetings to be sent to the website. (Action) <ul style="list-style-type: none"> ● All the relevant decisions above would be included in a revised draft of the Constitution. CC would distribute it for final approval by the Trustees and then bring the master copy round for signature. (Post Meeting Note: Issued on 5 August). As soon as this was done, the bank would be approached to set up an on-line account 	<p style="text-align: center;">CC</p> <p style="text-align: center;">MS</p> <p style="text-align: center;">CC</p> <p style="text-align: center;">GC</p>
<p>7. The New Toilets/Cleaner</p> <ul style="list-style-type: none"> ● We need notices to tell people how to flush them!! GS agreed to produce suitable laminated notices (Complete – 6 Aug) ● GC said that whilst she can go in and check the state of the Hall on the odd occasion when it is let, a cleaner is going to be needed once the Hall is let on a more regular basis. To be reviewed at the next meeting 	<p style="text-align: center;">GS</p>
<p>8. New Keys for two Village Hall doors (GS)</p> <ul style="list-style-type: none"> ● A locksmith will be found by GS to change the locks on the front and back doors and a new set of keys will be issued to all key holders. (<i>Post meeting note – Mr Daryl Aston has agreed to do the 2 doors</i>) ● Amongst current Hall Users, it is anticipated that only the WI will hold a set of keys. ● JR suggested that we should install an alarm. It was agreed that this would be considered in due course. ● CC will keep a register of the key holders. 	<p style="text-align: center;">GS</p> <p style="text-align: center;">CC</p>
<p>9. Enhancements to the Village Hall (CC)</p> <ul style="list-style-type: none"> ● The village hog roast event highlighted the lack of fridge capacity (for beer!) and the limited utility of the very old freezer. ● Chest freezer to be replaced by the Connolly's spare fridge freezer and chest freezer to be given to the Stastnys. All agreed. 	

<ul style="list-style-type: none"> • PAT testing to be done every year on all electrical equipment. (Post meeting note – last conducted 2017, action in hand to rectify) 	GC
<p>10. Projector and Movie Screen</p> <ul style="list-style-type: none"> • CC had looked into the cost of supplying a suitable projector and screen for a hall our size (for showing presentations) and it came to about £800. • But he also wondered if, for a greater outlay, the WVCA should consider taking the idea further, with the aim to open a Village Hall Cinema Club, noting that the nearest cinemas were Darlington and Richmond. He and GC had seen it operating well in Masham, where they had a monthly event during the non-Summer months. ‘Village notices’ were read out at the beginning and there was a bar. We would need a single use licence for each screening of a film (possibly around £75 per film), but this can easily be arranged. • FR liked the idea and everyone supported more investigation into it. • CC agreed to look at the project overall and work out likely costs/benefits, with the aim of starting before the Winter. 	CC
<p>11. Telephone Box</p> <ul style="list-style-type: none"> • GS reported that the PC had given the project their support and he had contacted the two local councillors to see if they could help with funding – it was looking as if they would be able to. • The PC were grateful to the WVCA for helping to fund the project. • Only 7 people had replied to the questionnaire regarding the Telephone Box – 5 voted for it and 2 were against. • FR suggested that the box could be used for Village Hall notices. GS said that the PC clerk was complaining that there was not enough room for all the notices he wants to put up in the notice board by the pub. GS was going to suggest that it should be for PC business only and it would be locked. This matter is unresolved and needs further discussion, WVCA should have noticeboard space at that end of the Village. • GS reported that a Defibrillator training day is being organised. 	GS
<p>12. Recent events</p> <ul style="list-style-type: none"> • CC congratulated everyone for the two latest events, both of which went very well. The playground had been a perfect venue for the Hog Roast. CC noted and GS confirmed that that future events on the playground would need permission from the PC if they were setting up food, drink or other facilities there, but otherwise anyone has the right to use the playground without prior permission, which should include ‘taking a drink out from the back of the Hall’. • The Three Inch Fools have not yet paid in their cheque, MS to chase. WVCA made a surplus of £691 on the event: CC noted it was more than enough to cover the annual lease. • MS is to ask the Fools to let us know as soon as possible which month they are likely to come to Whorlton next year. Whilst recognising this is likely to remain our prime event of the year, we can’t hold up planning the remainder of the annual programme. • Hog Roast – 51 booked, 44 came. Great success, caterer efficient and we will ask him again. Cost £616.75 in total. Next time we will need to charge for the event. 	MS MS
<p>13. Open Gardens</p> <ul style="list-style-type: none"> • 6 gardens have promised to open. FR and JR proposed that the entrance fee should be lowered to £2 because of the reduced number of 	

<p>gardens. Also, the cake should be cheaper at £1 per slice. 50p per scone. All agreed.</p> <ul style="list-style-type: none"> • GS to draw up the map as usual and distribute the scarecrows. MS to produce a list of tasks/volunteers required. 	<p>GS & MS</p>
<p>14. Programme for the remainder of 2021</p> <ul style="list-style-type: none"> • Bonfire Night plus fireworks, Saturday 6th November <ul style="list-style-type: none"> ○ FR to organise the bonfire and build on Friday night. ○ GS to ask for pallets from builder. ○ RD to be asked to do the fireworks from his garden as usual. ○ GS to ask the PC for permission for the event. ○ FR/JR may do soup from the back of their van • Christmas Tree – to be discussed at the next meeting. • Any other events – all to consider. 	<p>FR GS FR GS FR & JR</p> <p>All</p>
<p>15. 2022 Programme</p> <ul style="list-style-type: none"> • CC noted that the Platinum Jubilee was on Friday 3rd June 2022 and it would be good to mark the event. All agreed. Ideas for this included another Hog roast and/combined with a street tea party. We should consider booking the Hog Roast as early as possible (confirm in Oct – CC) (Also mentioned outwith the meeting is buying a flagpole for high days and holidays – to discuss at next meeting - GS). • Other potential events (some could be brought into 2021): <ul style="list-style-type: none"> ▪ Three Inch Fools ▪ Burns Night ▪ Wine and Beer Tasting ▪ Organ Recital in Church/Hall Reception ▪ Alcohol at the AGM!! ▪ Games Nights (or Afternoons in the Winter) • CC reminded everyone to come up with ideas, and he still wanted to be able to produce a programme for 2022 in advance. 	<p>All</p>
<p>16. AOB</p> <ul style="list-style-type: none"> • FR and JR offered to help publicise the Open Garden event by contacting The Mercury and putting up the sandwich boards. 	<p>JR/FR</p>
<p>17. Date of the next meeting: Wednesday 6th October.</p>	

Whorlton Village Community Association

Registered Charity No: 1003340

Financial Report

Committee Meeting Wednesday 4 August 2021

Bank Account balances:

Current a/c as at 3 August 21	£12,264.56
Cash in hand	£ 206.75

Total: £12471.31

LESS Expenditure to date:

3 Inch Fools (Chq not yet presented)	£1710.00
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Total Expenditure: £1710.00

Available Funds: £10,761.31

Community Savings a/c as at 3 August 21 £20,569.07

Total Available Funds: £31,330.38

NOTES

- If agreed, £10,000 within the Community Savings a/c to be ringfenced.