

HELPSTON & ETON COMMUNITY ASSOCIATION
Minutes of General Committee – Held in Helpston Village Hall
Tuesday 22 June 2010

<u>Present</u>	Trevor Valentine	Chair
	Alison Henthorn	Vice-Chair
	Tammy Tushingam	Secretary
	Caryn Thompson	Booking Secretary
	Chris Gray	
	Kate Hinchliffe	WI/PCC
	Shirley Field	Luncheon Club
	Rosemary Moreton	PC
	Ann Bell	Bowls
	Geoff Crookes	

Apologies Eric West, Ian Robertson

Welcome Rosemary Moreton was welcomed as the PC rep in place of Joyce Stanton

Guest Syd Smith

Previous Minutes

Minutes from meeting held on Thurs 15th April 2010 agreed as true. Proposed CG seconded KH

Village Hall Update

Syd Smith gave overview of current position regarding potential land for new village hall. SS to attend meeting with Steven Glover & Charlie Swift on 24th June 10 to discuss Montague land. SS confirmed that negotiations are still progressing and will be able to give more info once the meeting has taken place and he has reported back at the PCC meeting to be held on 5th July 10.

Action: SS to contact TV post 5th July to discuss outcome of meeting on 24th June 10.

Matters Arising

PA System: CT had created draft form incorporating hiring out of PA system. After much discussion it was decided unanimously by the committee that the PA system will be lent to village organisations only for which there will be no charge. However they will be responsible for the system and liable for any damage, loss or theft.

Action: CT to amend loan agreement to reflect this.

Cleaner: Self-employed defined as registered as self-employed, works for others and provides all her own equipment. IR not present so c/f

Action: IR to confirm cleaner is self-employed based on all three above.

Sundry Village Hall Items: System to be established as to who/how often/from where sundry items eg loo rolls, paper towels are purchased as we keep running out!

Action: CG volunteered to take this on board and will replenish all stocks.

Odd Jobs: TV contacted Alex who cemented stone back on post. TV obtained quotes of £795 & £780 for replacing guttering/fascia boards at front of hall – Alex quoted £180! Going with Alex and will obtain electrician if we need to have someone look at the wiring.

Action: TV to speak with Alex and arrange for work to be done.

Signs: Some have been completed but warning signs need to be done – CG confirmed they will be white with red writing & cost £20 each.

Action: CG to c/f signs being made

“Stuff” in Village Hall: KH spoke with WI and CT spoke with Davies’ who have all confirmed that there is nothing left in the village hall belonging to them.

Action: KH to speak with Nola Crowson about any Over 60's items and to explain to Nola and again to WI that we will be scrapping all items that are left.

Confirmed by KH that the long trestle tables are required as used for Gala

Botolph's Barn Website: RA more than happy for us to use for documents.

Action: AH to liaise with RA regarding adding Village Hall Policies and minutes

Policies: H&S and Eq Opps completed. Environmental, Child Safety & Hiring still outstanding. AH offered to complete all policies but CT/TT said they would still complete Hiring policy.

Action: AH to complete Environmental & Child Safety Policy and CT/TT to complete Hiring Policy.

TV to email TT a copy of completed H&S Policy

First Aid Facilities: SF has amalgamated first aid boxes and purchased an Accident Book.

Action: SF volunteered to keep these items up-to-date

Village Hall Hiring Rates: Further discussion about how much to charge the Luncheon Club. Previous meeting had suggested a Summer/Winter rate as hall is currently used by Luncheon Club for at least two hours each week and currently only pay £5. Was decided the Luncheon Club should be in line with other users and should be paying £5.50 per hour

Action: KH to take matter forward with PCC.

CT had produced a draft document showing monthly hirings - who/how long/ rates and confirmed she will now be using this moving forward.

Action: CT to email TT a copy

Village Hall Funds: Following on from last meeting, in order that the Village Hall may be able to share in the funds raised if we involve ourselves in the organising of the Gala it was decided at least two members from the Village Hall committee should be on the Gala Committee. CG & KH are already members.

Action: KH to let VH committee when Gala Committee meeting is taking place (Oct?)

New Members: Still on-going matter trying to get an individual from each village organisation. Current situation is:

Langdyke Trust – still no-one available

SAGA - ?

John Clare School **Action: TT to speak to PTA**

Etton Village **Action: CT to speak to HM**

Over 60's – no one available

PCC – no one available

AOB

TV had been looking at accounts produced for 09/10 and said he didn't understand them!

Action: IR to give Treasurer's report and explanation of accounts at next meeting

AB suggested having a timetable in the village hall notice board showing the times the hall is regularly used so people would have an idea about availability.

Action: CT to produce timetable

TT mentioned that Helpston is one of the few villages locally that doesn't have daffodils on the approach road and could we not organise something. It was explained that there used to be daffodils but they were cut down (by mistake!). She also suggested a Christmas Tree by the John Clare memorial. Both suggestions would have to be put forward to the PC first for consideration.

Action: TT to speak with Syd Smith

CG wondered if we would be organising some kind of fund raiser or social event

Action: Committee to attend next meeting with some ideas for event.

Geoff Crookes

As this was Geoff's last meeting the committee presented Geoff with a small token of their sincere appreciation for all of Geoff's considerable contributions to the hall over the years. He will be enormously missed.

Date & Time of Next Meeting

Thurs 9th Sept at 8pm in the **BLUEBELL**