

MINUTES OF SHOTTESWELL VILLAGE HALL MEETING HELD ON 11<sup>TH</sup> NOVEMBER, 2019 (019)

PRESENT: B. Zammett, L. Clark, T. Clark, H. Wareing, J. Beaumont, J. Coogan, V. Ingram.

APOLOGIES: None.

MINUTES: Minutes of the meeting of 8<sup>th</sup> October were approved and signed.

HEATING WORKS/REDECORATION: Retherm have agreed that they will start work on Monday, 9<sup>th</sup> December and leave it usable on Wednesday evening so that it can be used as a polling station for the General Election on Thursday, 12<sup>th</sup> December. They will resume work on Friday, 13<sup>th</sup> December.

The electrician was waiting for a new fuseboard/consumer unit and was coming to fit it on 16<sup>th</sup> December. It was agreed that the cost would come out of the lottery contingency fund. It had been agreed that the electrician would take out the redundant features after the election.

A planning meeting about redecoration had been held on Sunday, 13<sup>th</sup> October. (See separate notes.) Since then the decorator Fine Finish Home Improvements had said that he couldn't do the work but Hilary had found another suitable decorator who had agreed to do the job after Christmas for the same price and he would get the paint. A decision needed to be made about the colours by 22<sup>nd</sup> November. Ben said that the decorator may come on the 16<sup>th</sup> December to assess.

Ben reported that following a booking from an ex-resident of Shotteswell we had been able to secure a deal with John Nicholls for fittings which means that we would be getting better quality for a cheaper price.

RELAUNCH EVENT: The re-opening event would take place at 12.30 p.m. on Saturday, 25<sup>th</sup> January, 2020. Jeremy Wright, M.P. had been asked to open it. Every villager would be asked to the event and special invitations would be issued, e.g. Warwickshire County Council, Stratford District Council, Warwickshire Rural Community Council and the Big Lottery. Jemma of Tickers for Pickles has agreed to attend the event with a few of the mums. Jan was asked if she could design the special invitations on card. It was proposed to deliver invitations on say, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> January. Ben said that the Big Lottery had instructed that they do the publicity for the award of the heating grant. We would be making detailed plans at our December meeting.

Ben reported that a villager resident had offered to make a video to show on the day.

POLICIES: A draft trustee agreement had been drawn up. After consulting the Charity Commission Hilary explained that we could present it at the A.G.M. and, having waited at least a week, then give one week's notice of an S.G.M. to discuss and approve it. We needed to prove that we have done everything possible to mitigate risks as part of our governance, particularly as next year we would be looking at becoming an incorporated charity.

INSURANCE: Linda initiated discussion as to when the heating unit needed to be added to the insurance. Ben said that it would be when it was commissioned as it was the responsibility of Retherm until then. Terry had obtained quotes of ██████ p.a. for indemnity insurance and ██████ p.a. for fidelity guarantee from our insurers. It was agreed that we get these insurances in place. (Proposed by BZ, seconded by VI).

COMMITTEE/A.G.M: Ben said that Claire Jeffrey and Anne Omer had agreed to join the committee. Several people had assured us of their support but would not commit to joining us at present. There was always an opportunity to co-opt if needed. Linda had received apologies for the A.G.M. from a villager who thanked the committee for their hard work this year and praised the Breakfast Club. Hilary said that the Breakfast Club had invested in pump action flasks and a toaster so that people could make their own toast.

Terry said that the accounts had been audited and he would email them to committee members. Excess income was £5142.

A.O.B: It was agreed that we would buy a small gift (£20 value) for Jemma as her classes have raised £2300 in lettings and introduced the hall to a number of people.

DATE OF NEXT MEETING: The next meeting would be on 10<sup>th</sup> December. It was hoped to formalise an increase in hire costs using a one rate for all.

Approved by committee – 10th December 2019.

*B. Jammet*