

SCOPWICK & KIRKBY GREEN VILLAGE HALL

MINUTES OF A MEETING OF THE SCOPWICK & KIRKBY GREEN VILLAGE HALL MANAGEMENT COMMITTEE HELD IN THE VILLAGE HALL ON TUESDAY 1st MARCH 2022		
Present:		
Mrs Janet Flett	Chairman	Mrs Tracy Fenwick
Mrs Rosa Nelson	Treasurer	Mr Michael Dowse
Mr Joe Kennard	Booking Secretary, Vice Chairman	Mrs Wendy Stacey
Mrs Liz Banks	Secretary	
		Action
1 Welcome - Chairman welcomed all.		
Apologies –Mr Chris Medcalf, Mrs Debra Heeney		
2 Acceptance of previous minutes - Accepted as correct by all who had been at the meeting.		
3 Matters arising from previous minutes not on agenda –		
Safeguarding – Chairman prior to the meeting had sent committee a draft Safeguarding notice for the notice board inside the hall. All decided it was good but to add Janet’s phone number as the safeguarding lead. Chairman pointed out that existing policy needs updating and that ACRE have a nice one that could be used as template. Chairman applied to NKDC for the ACRE Omicron Hospitality and Leisure Grant of £2667 and this has been received.		JF JF
4 Correspondence – YMCA news & update bulletin – check communities facilities subscription scheme is up to date £55 per year £120 for 3yrs. Sport England Queen’s Platinum Jubilee Activity Fund have awards available of between £300-£10000, supporting projects that bring community together & provide opportunities for the less physically active. Chairman has sent link to Bowls Group- they desperately need a new mat.		RN MD
5 Treasurer’s Report –Treasurer asked if anyone had experience of choosing what route to follow with Electricity contracts, fixed or flexi. The fixed option for 1 or 2yrs is more expensive than current flexi rate, but prices will go up, currently with E-on Next. Can be changed any time, so decided to wait and see for a few weeks. Janet will ask Steve. Chairman will let Treasurer have details of the ACRE Omicron Hospitality and Leisure Grant for the records. HSBC bank have started charging £5 per month for running the Charitable Account plus a 40p handling charge per cheque. So groups were asked to encourage direct payments into the bank or cash. Treasurer handed out a Financial Summary up to 28-Feb-22. This showed a balance in the bank of £37930.96 The electricity charge was low as it had been based on estimates, so next charge will be more. Village Draw Update – Treasurer handed out a slip to all with the bank account details for direct payments.		JF JF ALL
6 Lettings and Bookings –		
Weddings and special events – Chairman checked with Booking secretary that the new checks for private bookings were in hand & was assured that they were. A list of current bookings for the Village Hall was distributed by Booking Secretary who reported that things were going reasonably well. It shows a good mix of events including bookings for private parties, a wedding reception, Western Front Concert, Craft Fair parties and Village functions.		
7 Fabric & Fittings –		
Security Light - It was suggested that the replacement security light fitted at the front of the hall needs its angle altering to be less blinding and the sensor angle altered to detect people earlier if possible. Mike & Joe offered to sort. Still waiting for suggestion from electrician for sensor light at rear of hall for carpark. Need to make sure it doesn’t affect neighbours. Still waiting for the Parish Council to put some stone down in carpark area. Chairman has chased them about this.		MD JK
First Aid equipment – Tracy and Rosa still to check the recommended list for VH First Aid box and to purchase anything missing or that needs replacing. Tracy is the appointed person in charge of the box. Defibrillator in Kirkby Green now installed & will be launched on 14 th March. There will be some defibrillator training being organised by the Parish Clerk and Chairman will follow this with a couple of Red Cross sessions		RN TF JF
Security alarm and code – this has been done and all key holders notified.		
February crockery count was completed by Debbie and Wendy & recorded in book.		

Commented [L1]:

Commented [L2R1]:

Janet & Mike will do next check before 29 th April and Liz & Rosa after that date.	JF MD LB RN
8 Caretaking Matters –There had been a bit of a problem noticed after one of the pottery painting session with fridge/ freezer having been turned off resulting in a flood of water on the floor. The person in charge of the pottery has been instructed again as to how to leave the hall after the session to avoid it happening again. Problem again of odd loo rolls and hand wash being taken from the ladies toilet.	
9 User Groups Update – shortened due to time. Art – Demo & Workshop by Dominic Paruck on Wed 23 rd March Playing Field – Postponed grand opening is to be held on Sat 7 th May, volunteers needed to help with event, there will be old fashioned games and races, with Jane Scholey as organiser. Brownies – Secretary read the following report sent by Linda. “Rainbow & Brownie numbers are very healthy & we have a long waiting list. We are very short of leaders; if you know anyone who may be interested.” Chairman will mention this request in the next Village Group email.	ALL JF
10 Future Events – a) Queen’s Platinum Jubilee – Thursday 2nd June – Decided for a 7pm start, doors open 6.30pm. Terri & Nigel booked. Plan is to have presentation, using big screen, of events that have happened during each decade of Queen’s reign with appropriate songs in between led by Terri & Nigel, with maybe some of the Eurovision UK winning songs. Kirsteen will play the bagpipes at some point, but not at the Beacon as she has to be elsewhere, so probably before supper. There will be a pay bar Rosa & David will buy the stock. Meal at 8pm will be Coronation chicken, jacket potato, coleslaw and salad followed by pudding, to be confirmed when recipe is released of the Jubilee competition winner. Janet will research price of chicken and David N will provide potatoes & Liz will help with cooking them. Then beacon lighting at 9.15pm with special Jubilee song, we have the outdoor speakers. David N & Paul S. will be in charge of the Beacon with Mike D as steward. After Beacon around 9.30pm return to hall for a Royal Toast, drink to be decided, and maybe a crown topped cupcake. The bar will remain open until 10.30pm with Terri & Nigel continuing to entertain us if they are happy to stay that long. There could be a display of commemorative items in the hall. The hall will be decorated with bunting, flags, balloons etc. with red white & blue theme. It was agreed that there will be no charge for food, people cooking the food can claim expenses. Need to ask for helpers from the village. There are enough chairs for 125 people in the hall, so that will be the limit. Invitations will be included in a village letter drop, it will mention that there is no charge but that tickets need to be booked, with a deadline of the end of April & will have contact details. First come first served, but the event is primarily for residents of Scopwick and Kirkby Green. Nothing planned for the Friday night or Saturday night, so that would be free if other villagers wishes to organise an event. Sunday – Great Jubilee Lunch The plan for this is to have tables set up along the road outside the Village Hall along Brookside. Need to ask Paul Scholey if he would apply for a road closure. 12 noon start with people bringing their own picnics and drinks, though there could be drinks available to buy too. Rosa has offered to sort out a play list of music, so we need to ask for suggestions. The commemorative gift, which is being discussed by the Parish Council, for the children will be presented at this event. Maybe it would be fun to suggest that people dress celebrating the occasion. A poster for both events will be produced with timings, and the flier will have contact details. Daffodil Weekend –traditionally 2 nd weekend in March. Church has Table Top sale on 12 th but are happy to incorporate that into Daffodil Weekend. Alternatively it could be held the following Sunday 20 th March. Paul Scholey is happy to lead a guided walk around village on either of the days. General consensus was to go for 20 th , with hall opening at 10.am selling bacon rolls and Paul starting his walk at 10.30 which lasts about 1hr. A cake or scone will be available to buy afterwards will hall closing at 12.30pm. Janet has offered to do a Village Quiz. It was decided that there could be a raffle, with proceeds going to Marie Curie. Event needs advertising with a poster & a mention in the village email. Owen needs to be told of change. Western Front Concert Sat 21st May – they will sing & the Village Hall will run the bar. Joe will contact them to see what they are expecting to be provided. Any Other Ideas. Janet will check with Terri & Nigel for Wed 14 th Dec Warm up to Christmas. Janet has sent message to Flossie Malaviale to see availability and charges, but has not heard anything back.	JF RN LB MD ALL JF RN TF JF JK JF

<p>Flier – Rosa has prepared the draft for this. Agreed that it should be A4 folded with Queen’s Jubilee, special events, regular events and Village Show save the date. Janet offered to provide, some notes with details of events and timings etc. to Rosa to help with this.</p>	<p>RN JF</p>																								
<p>11 Village Show Update – A Save the date and timetable of events will go on the flier to be distributed with the letterbox drop planned for March. Schedule is very similar to last year but earlier opening of 1pm for outside activities, hall entry remains at 2pm. Brochures will be on line in the next couple of weeks but hard copies will be available for those without internet access. Hard copies will be distributed to all households at the beginning of June.</p> <p>Helpers needed for Bottle Stall, Tombola, Raffle, Teas and donations needed for all of these. Tracy in charge of teas, Joe - Games, Rosa & Liz - Raffle & Tombola. Diane Jackson - Dog Show. The organiser on the day is Jane Houghton.</p> <p>Not sure yet about Craft Stalls, depends if the new owners of the paddock adjoining the Meadow are happy for it to be used, if we do have any the will be charged £10 and will need to be self-contained.</p> <p>There is an Animal Experience booked which will be free entry, they have their own gazebo.</p>	<p>ALL</p>																								
<p>12 Parish Magazine Entry – Treasurer mentioned that the Parish Magazine have requested the annual donation of £25 for advertising Village Events. Agreed this should be paid.</p> <p>Rosa will update Village list of activities for next month’s magazine, it was submitted for inclusion in the March issue but unfortunately it wasn’t included.</p> <p>Liz will submit a Save the date notice for Queen’s Jubilee celebrations of Thursday 2nd June evening and Sunday 5th June lunch and mention that there will be invitations distributed for this.</p>	<p>RN RN LB</p>																								
<p>13 AOB – the new Parish Clerk has been appointed, Paul Yeoman, he has chosen not to publish his personal address for correspondence, so it was agreed that a lockable letter box will be put on the side wall in the covered entrance at the front of the hall. There will be two keys, one for the Clerk and one for the Chairman, so that it can be checked for post for the Village Hall. He will use the same email as before & will be issued with separate a phone for Parish Clerk matters.</p>	<p>JF</p>																								
<p>14 Date of Next Meeting – Tuesday 19th April 2022 at 7 pm.</p>																									
<p>15 Village Draw –</p> <table> <tr> <td>February</td> <td>1st prize £40</td> <td>A6</td> <td>Wendy Stacey</td> </tr> <tr> <td></td> <td>2nd prize £20</td> <td>H4</td> <td>Fiona Harper</td> </tr> <tr> <td></td> <td>3rd prize £10</td> <td>M13</td> <td>Mark Bradly</td> </tr> <tr> <td>March</td> <td>1st prize £40</td> <td>C11</td> <td>Claire Chesters</td> </tr> <tr> <td></td> <td>2nd prize £20</td> <td>D4</td> <td>Owen Davies</td> </tr> <tr> <td></td> <td>3rd prize £10</td> <td>A7</td> <td>Joan Breedon</td> </tr> </table> <p>Drawn by Joe Kennard and Wendy Stacey, witnessed by Tracy Fenwick</p>	February	1 st prize £40	A6	Wendy Stacey		2 nd prize £20	H4	Fiona Harper		3 rd prize £10	M13	Mark Bradly	March	1 st prize £40	C11	Claire Chesters		2 nd prize £20	D4	Owen Davies		3 rd prize £10	A7	Joan Breedon	
February	1 st prize £40	A6	Wendy Stacey																						
	2 nd prize £20	H4	Fiona Harper																						
	3 rd prize £10	M13	Mark Bradly																						
March	1 st prize £40	C11	Claire Chesters																						
	2 nd prize £20	D4	Owen Davies																						
	3 rd prize £10	A7	Joan Breedon																						

Liz Banks