**WOLLASTON VILLAGE HALL MANAGEMENT**
**COMMITTEE MEETING**
**6.30pm, Tuesday 3rd October 2023**
**Village Hall, Wollaston**

Present: Mike Goldsmith (Chair), Maureen Green, Greg Carter, Geoff Simmons (Treasurer), Kathy Betts, Fran Woods and Suzanne Grant (Clerk).
Apologies: Helen Warden, Penny Morten, Youth Club Representative

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**1. Welcome and Apologies**
Mike welcomed everyone to the meeting. Apologies were given as above.

**2. Minutes of the Previous Meeting**
The minutes from the meeting which took place on 5th September 2023 were agreed and signed.

**3. Matters Arising**
No Matters Arising to report.

**4. New Community Centre and Preschool**
Mike advised that the New Community Centre and Preschool location issue is still ongoing, however the location currently being discussed with the Duchy is the Scott Bader Field opposite the Water Tower in Irchester Road. The architect is currently looking into whether the building will fit into this area. Update will be provided at the next meeting following upcoming meetings with the Duchy later this week.

**5. Treasurer's Report**
Geoff presented the Treasurer's report as of 30/09/2023. No issues, strong looking balance sheet with income of £16k similar to last year. Sitting on £29k cash. Ongoing issues with E-on overcharging, this credit will be used over the winter. Anglia Water/ Wave still charging for a meter that is no longer there & Gas charges for when the meter was not working. Geoff to write formally and try to resolve.
Geoff advised information had been received from "Heating Save" thermostat company. Greg to investigate. Geoff confirmed that the annual Insurance Premium had been renewed.
Geoff confirmed that he was looking into a new Bank Account due to bank charges to be possibly linked to the Parish Council online banking accounts (Lloyds).
Once this is established, it was all agreed & passed by committee members that the Caretaker should have a Debit Card for all Village Hall purchases (instead of current £50 cash float).

(a) Financial Issues raised at PC Meeting – it was confirmed that VAT cannot be reclaimed on purchases made by the Village Hall by the PC. Clerk confirmed that the £5K Grant is due to be signed off on 18/10/23 & paid on 19/10/23. £135.06 to be removed from this total (tea urn/mops paid for by PC for the Village Hall).

**6. Caretaker's Report**
Report passed from Helen Warden. Helen proposed that the PC Website is updated with regular classes and contact details of class leaders/preschool etc. This was agreed and would be undertaken by the PC Clerk. Written agreement must be obtained before issuing personal details onto the website. Greg to obtain details from Helen.
Cleaner update – Greg confirmed that he had spoken to the Cleaner and a request had

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been made for 2 coloured mops per station and hooks to hang the mops. The other issue of rubbish, general untidiness was noted and will be monitored.
Helen confirmed that there had been a few enquiries since the last meeting and a couple of weekend party bookings.
Helen reported that sadly she & her family are moving to Stanwick in the near future. Does the committee require Helen to resign as caretaker? It was agreed that a trial period for both parties should be undertaken to ensure that this works.
Greg to speak to Helen on behalf of the committee.

**7. Busy Bees Report**

Report passed from Penny Morten. Busy Bees are doing well day to day. The longer hours are appreciated by parents and several people have been to look around since September. Two new starters for January and some children on the waiting list for September. Numbers are still low, but lots of marketing and fund raising is being undertaken. Funding options and Grants are also being explored, but these appear to be thin on the ground for established businesses.
There is an issue with the Garden as it is used by other groups and events. Findings of rubbish and sweet wrappers have been found together with pieces of equipment being damaged and moved. This issue to be flagged to party bookers and Caretaker to undertake a check after bookings. Clerk to write to Youth Club.

8. **Youth Club Report**

Report passed from Debra Styles. Thanks to our local NNC grant which YC received to assist with their annual insurance and NAYC membership costs. Entrance fee has been reduced to 50p which has increased numbers slightly, although still making a loss so will need to look at Fundraising ideas. New voluntary adult leader has been recruited. Hall hire is paid up from May to end of September (YC was closed in June and July).

**9. Over 60's Bowls**

No report – all paid.

**10. Studio 52 Dance Academy**

Fran reported that there is a light out in Oasis Foyer. Buddleia plant causing an issue by the back door. Clerk to contact Gardener to pull down and invoice to Village Hall.

**11. Other Users**

No report

**12. Date of Next Meeting**

**Tuesday 14th November 2023,** 6.30pm Village Hall Lounge.

Signed …….. Date ……

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