

Minutes of Norton Village Institute Committee – Wednesday 9th October 2024

Present: Robert Davey, Ute Davey, Andrew Blood, Joanne Blood, Simone Bassi, Susie Ellis, Alan Crisford, Adrian Brown, Ann Vero, Margaret Greenwood

Apologies: Maria Shorthouse

Approval of minutes of previous meeting:

AB noted that the following should be added to last minutes: Age to increase to 65 years from December 2024 but any previous recipients pre-2024 will continue to receive the gifts between the ages of 60-65

Matters Arising: None

Election of Committee

Two resignations received from Mick Collins and Maria Shorthouse – Thanks for their time and help on the committee. Melanie Mills is standing down as Co-Chair and will resign from the committee, along with Richard Mills from the 1st November following the Bonfire event.

Committee stood down.

Chair – Fran proposed Robert Davey and Simone seconded

Vice Chair – Adrian proposed Ann Vero and Ute seconded

Treasurer – Ute proposed Adrian Brown and Robert seconded

Minutes Secretary – Fran proposed Simone Bassi and Susie seconded

Bar Leads – Mel nominated Andrew Blood and Simone Nominated Joanne Blood

Hall Bookings – Simone continues in position

Existing committee members remain in place.

Contact to be made with Mark Kirby to check if he wishes to remain on the Committee.

Review of recent events: None since last meeting

Forthcoming Events:

Halloween Trick or Treat – 31st October – Mel contacted the Children's group and they have self-organised, posted leaflet and invite on Whatsapp.

Bonfire Night Friday 1st November. – Mel has contacted Arthur regarding the use of the brazier. Poster is created and will be shared on the village whatsapp. Safety barriers to be sourced from container or hazard tape to be placed across from the fire doors across car park.

Refreshments – Jo and Andrew will set-up during the day and run the bar. Food - Baked potatoes with different fillings and Hot dogs. Mel will purchase the food and cook a meat chilli. Simone will cook a veggie option. Ann Vero will make a punch. Robert has made contact with firework company in Nottingham and has sourced lower noise fireworks

Willow weaving Taster – Saturday 30th November 9.30am-12.30pm. Robert and Ute organising. Posters created and will be sent out via Whatsapp. If uptake is low from the village, event will be put out on Facebook. Agreed to do a door drop leaflet along with the Logs and chicken leaflet. Susie offered to be part of the leaflet drop.

Christmas Coffee morning Saturday 14th December. 10am-2pm. Susie has made contact with Lucy in Mary's absence. Will go ahead without the church if they are unable to make the date. Plenty of volunteers for the agreed date. A number of stallholders have confirmed availability.

Pub Night – will not run as the Fish and chip van is not available.

Brown's Company Quiz night – 26th November Fran and Susie to run bar. Andrew and Jo to set up bar in the day. Simone to find out what drinks required.

Licencing Issues: None disclosed. Noise and Refusals Registers signed.

Correspondence:

- Mel received a resignation email from Maria Shorthouse, resigned as the Food hygiene lead and from Committee as she felt she was not listened to during Spring Clean. Highlighted to be mindful to listen to each other.

Mel has created a Summary/Update of accounts and Trusts for the Trustees – all now passed back to them

Treasurer's Report: AB relayed information regarding Severn Trent and the issues of Water charges. Original date to be sorted was the 15th October but this may move. Andrew highlighted the village hall boundary plan – 301 square yards.

It was stated that Adrian could refer to the legality of the plan area during his dealings with Severt Trent. It was confirmed that the carpark (not part of the hall 's boundary) at the side of the hall was a right of way for access to the Corbett's field and the grass at the front of the hall is owned by the Corbett family.

Adrian went through the financial summary as below.

Date: as at 7th October 2024

Bank Accounts

Barclays current:	£ 336.24	
Barclays Instant Access (1.5%):	£ 6,793.90	(interest paid each quarter)
Hinckley & Rugby Building Society 90 day Notice (3.80%):	£ 10,000	(Interest paid each December)
Total:	£ 17,130.14	(was £ 17,453.29 in Sept)
<u>Petty Cash:</u>	£ 505.99	(was £ 575.99 in Sept)

Income since July:

Hall Hire (not including advance payments): £490 (note: weekly bookings yoga and dance)

Expenditure since September (other than usual monthly outgoings):

Extra Cleaning for Environmental Health Inspection £ 37

Notes: Water Plus review of charges: Decision due by 15 October. Will be charged £177 if unsuccessful.

100 Club draw:

October	1 st Robert Vero	2 nd Kevin & Barbara Ward
November	1 st LeeAnn Crawford	2 nd Mark Jordan

Hall Maintenance:

No new maintenance issues

- Deep clean – 2.5 hours spent by Sue cleaning behind fridges, freezers and the oven. Cupboards to be checked and cleaned before the inspection.
- Food hygiene – Ute to complete the online course and then arrange a visit from HBBC team
- Cleaning equipment – janitorial mop bucket and V-microfibre mop to be purchased. Separate mops and colour-coded for the kitchen, hall and toilet areas. ALL cleaning fluids to be locked in the locked cupboard under the sink.
- Soundproofing/Acoustics – AB made an enquiry for soundproofing boards approx. £3500 self-fitting panels. Sound is a problem generally in hall. Alan suggested wall hangings may help dampen sound. Robert – more research and something to revisit in the future.
- Chair trolley – Simone to research send images and costs to the group via WhatsApp. Agreed to go ahead and purchase once costs and images shared.
- Tables – Alan raised issue of table damage. Furniture is about 15 years old and is ready to be replaced. Alan to get quotes for replacements. Existing furniture from supplier - Furniture at Work

Any Other Business

- Fran has volunteered to upkeep and refresh posters on the hall noticeboard – inside and outside
- Mel suggested a picture of Norman Thorp be put up next to the bar – Agreed
- Ann will circulate the Logs/Chickens leaflet on WhatsApp for the group's comments and necessary amendments by 13th October. Leaflet to be printed and circulated by 20th October, along with Willow Weaving leaflet. Margaret offered to email to the village residents (not on WhatsApp) the leaflets for The Willow taster and Coffee morning.
- Simone to check Google Drive and check Meeting Minutes are in the 2024 folder
- Administrator access for Google Drive to pass to Robert from Mel.
- SUM UP – Andrew to reset up as SumUP administrator

Meeting closed at 9.25pm

Next meeting -

Wednesday 20th November 2024 7.45pm