

Caldecote Village Institute – Minutes of trustees meetings, 2002/3

Caldecote Village Institute

Minutes of the meetings of the trustees

Year record 2002/3

OWEN KEMBER

1 Annual General Meeting

(Monday, 10 June 2002 at 7.30 p.m.)

Present: P. Phillips (Chairman), David Chinery (Treasurer), Owen Kember (Secretary), , John Murrer, Tom Footman (trustees), Brenda Phillips (booking officer), Diane and Peter Wakeling (cleaning staff).

Apologies: There were no apologies.

1.0 Copies of the minutes of the previous year's Annual General Meeting (25 June 2001) were circulated, read out loud by the chairman and approved as a true record. They were signed and dated by the chairman.

2.0 Matters arising

2.1 It was noted that the village institute should be on the parish web site (www.caldecote.gov.uk) and that we should ask the webmaster (Jack Lang) to put us on as soon as possible. There was a query about whether advertisers pay for advertising on the site. The secretary said he would find out and let the trustees know..

2.2 The treasurer pointed out that the heating system is proving unbelievably economic. The control system has been changed and a few errors rectified. It is now much more satisfactory and the only complaints have been that it is too hot.

- 2.3 It was noted that a location is still required for Miss Bissets memorial seat and there were several suggestions . It was agreed, however, that the matter should be on the agenda of the next meeting.
- 2.4 The loop sound system is on hold at present pending a favourable financial phase, although it was noted that interest rates are very low at the moment
- 2.5 Doors. It was noted that external doors need attention. A carpenter will come in to look at all the doors. There was especial concern about the emergency fire door from the main hall. This had been wide open one morning and clearly needs attention to the lower bolt. The chairman promised action.

3.0 Chairman's report

Over the past years there have been many projects and many problems have been overcome (e.g. the heating). The signs are still in abeyance (we will look at these at the next meeting and hopefully they can be installed before the end of the year). The gate in the fence did have some teething problems but has now settled down and the trustees are glad to have obliged the school. The Meet the Village event in October 2001 gave new residents the chance to come and see the clubs in the village and the village institute has played a large part in the Jubilee week-end by letting the hall be used for teas etc. We hope to see the Hall well used in the next twelve months and hopefully we can look at the decoration and come to a decision. We also hope to have the loop and sound system installed and hope that this will benefit many parishioners.

Thanks to Owen and David and all the other trustees as well as the Booking Officer and caretakers. There has not been any other major item and I am open to any questions.

4. Treasurer's report and presentation of accounts

The treasurer noted that the audited accounts would be ready in a few weeks. As shown in the latest returns from the bank (which had already been circulated) the income for the year had been £7524.21 and the expenditure £4679.86, with a balance of £2844.35. The amount on deposit was still over £100,000. The treasurer was warmly thanked by all the trustees and the accounts were adopted (prior to the audit) on the proposal of D Chinery, seconded by Tom Footman. It was also noted that at the next meeting the interest rates should be checked and projected rates/capital examined. The secretary stated that a report of the (audited and signed) accounts would be published in the *Caldecote Journal* as soon as possible.

5. Booking Officer's Report

(1) The Booking Officer noted that there had been 279 bookings for the year. This was good for the coming year. There were several established bookings (Parish Council, WI, mothers and toddlers) and a new art class (in the mornings) with parenting (from the midwives) on a regular basis. It was reported that the Blood Donor service seems to be keen to use the facilities of the village hall especially because of the disabled facilities and will come out a take a look.

(2) The Booking Officer reported that children's parties were very popular and there had been advertising on the notice board and in the journal. There had been three hirers from Cambourne and some from Hardwick.

(3) The Booking Officer asked for guidance on parties involving 17-21 year olds and noted that there was still a possibility of damage to the hall. She noted that most local halls would not take such parties.

[There was a discussion among the trustees at this point as to insuring against damage and particularly about cigarette smoking and drinking in the hall. It was resolved that for such parties for external (i.e. from outside the parish) bookings a fee of £50 for the caretaker (if available) should be levied, in addition to the ordinary deposit. Such functions therefore would only proceed at the discretion of the caretakers on the spot. Otherwise the hall would only be let for such parties to people who live in the village (with a prior key check). This would involve rewording the hiring form]

5. Election of trustees for 2002-2003

The following people were duly nominated and seconded

	Nominated by	Seconded by
Paul Phillips	Owen Kember	David Chinery
David Chinery	Paul Phillips	Owen Kember
Owen Kember	Paul Phillips	Tom Footman
Tom Footman	John Murrer	Paul Phillips
John Murrer	David Chinery	Tom Footman

There were no other nominations. On the proposal of Paul Phillips, seconded by Owen Kember, it was proposed that the above be elected as trustees for the coming year. This was unanimously agreed by those present and Paul Phillips, Owen Kember, Tom Footman, David Chinery, and John Murrer were duly elected as trustees for 2002-3.

The meeting closed at 8.40 p.m.

Date of next meeting 15 July 2002, at 7.30 p.m. at the hall

2 Monday, 15 July 2002 at 7.30 p.m.

Apologies: John Murrer

Present: Paul Phillips (chairman), David Chinery (Treasurer), Owen Kember (Secretary), Tom Footman, John Butler, Brenda Phillips (Booking Officer), Peter and Diane Wakeling (Cleaning staff).

1. PP extended a welcome to the new trustee, John Butler (69 West Drive) and it was noted that there was now a full complement of six trustees.
2. Minutes
The draft minutes of the last meeting (AGM 10 June 2002) had been circulated.
3. Matters arising
 - 3.1 DC noted that the panic bolt on the emergency escape door had been wrongly installed. He had now adjusted it correctly. The same applied to the front door bolt. The meeting thanked DC for his prompt action.
 - 3.2 The kitchen outside door will be fitted with an emergency release when the contractor (Roger Jakes) is available. It was noted that at present it was a potential risk to hirers and that it needs to be installed before winter. PP will arrange to telephone Mr Jakes.
4. Treasurer's report

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4.1 Accounts for financial year 1 April 2001-31 March 2002. DC reported that the certified accounts had finally reached him the previous Friday. Receipts totalled £7,829.32 and expenditure £5,721 leaving a balance of £2,108.12. DC noted that no gas charges had been included in the accounts because none had been received. The interest for the financial year had been £4,6000. DC forecast that we would be lucky to see £2000 for the coming year and that we would therefore be lucky to break even. An increase in the hiring rates had already been agreed, but the best way to keep the finances solvent was for the hall to be hirer all day. We should not start to spend our capital at present. [There was some discussion at this point on the merits or otherwise of extending the hall in the present situation. It was noted that the school hall was c. 180 square metres and would be ready by Christmas. There was also a possibility of a nearby pavilion with a considerable floor area.] DC noted that bank charges were shown as £123. These stemmed from an unresolved argument re instructions issued which the bank failed to follow. The meeting thanked DC for presenting the accounts and they were proposed by DC and seconded by PP they were duly passed. OK stated that he would complete the relevant charity commission form and send off the requisite figures (not the whole certified accounts).

4.2 Accounts since 1 April 2002. DC distributed copies of these accounts. He noted that he had paid the Cambridge Water Company £99.54 and suggested that c. £100 is a fair bill per quarter for a building of the size of the Village Hall.

5. Booking officer's report

5.1 BP stated that she had been in contact with the Blood Donor organization, the St John's ambulance brigade and the Red Cross. The Blood Donors had replied and two men had had a look around and were very keen. They will assess the catchment area and report back. Basically they liked the hall because of its disabled facilities.

5.2 BP reported that she had sent an advertisement off to the Hardwick Happenings and Cambourne Crier and had put one on the notice boards.

5.3 The private art course had been accepted (12 weeks in the autumn) after school. The group had noted that the light is very good and may book the venue permanently.

5.4 BP mentioned that she had received a letter from Gail Stoehr (clerk of the parish council) re a martial arts query. The trustees gave BP a number of suggestions.

6. Water problems with leaking taps

6.1 It was noted that the pressure-controlled taps were giving problems. A plumber had been called in. It is possible that our hard water is creating limescale; there is no margin for

error in the system. The cold taps had previously given problems now it is the hot taps. DC noted that we have a water conditioner on the incoming pipe so this scaling should not happen. It was queried whether this conditioner was in fact working and whether or not it had been switched off. After considerable discussion it was resolved that Dc should investigate the matter with a water treatment specialist whom he was seeing later in the week and ask him about a conditioner (hopefully at works price). It was also noted that perhaps we might use electronic taps (which only work when people use them). These might involve a higher installation cost but would involve less maintenance.

7. Location of Miss Bissert's memorial seat

After much discussion it was decided to put the memorial seat close to the memorial tree for John Dowding. A hexagonal seat was chosen round the tree possibly in wrought iron (TF to look in catalogues for a suitable one).

8. Financial forecasts

8.1 DC noted that interest rates will fall in the coming year and we will at best break even. Any further capital expenditure will be a direct loss. DC further advocated investigating the New Zurich Banking Company who are at present paying a rate of 3.5% on current accounts with a guarantee of 0.5% below the baseline for private accounts. He would investigate whether it might be advantageous to invest say £40,000 -- £50,000 in the Zurich account and leave at least £50,000 in the Cambridge Hall mark account to gain the highest interest.

9. Signs and Noticeboards

9.1 PP reported that the wiring had already been installed for a notice board on the western wall facing Highfields Road and that the variable timer (not a PIR which only comes on when it is dark) had also already been installed. OK reported however that the new bus shelter (in the lay-by of the old village hall road) was about to be built and it was agreed that this would block the view of the sign from the road. The meeting therefore adjourned to the grounds and after much discussion it was agreed that a large wooden board with the sign "CALDECOTE VILLAGE HALL" be erected on wooden posts in the south east corner of the grounds near to the memorial tree and seat. PP to action.

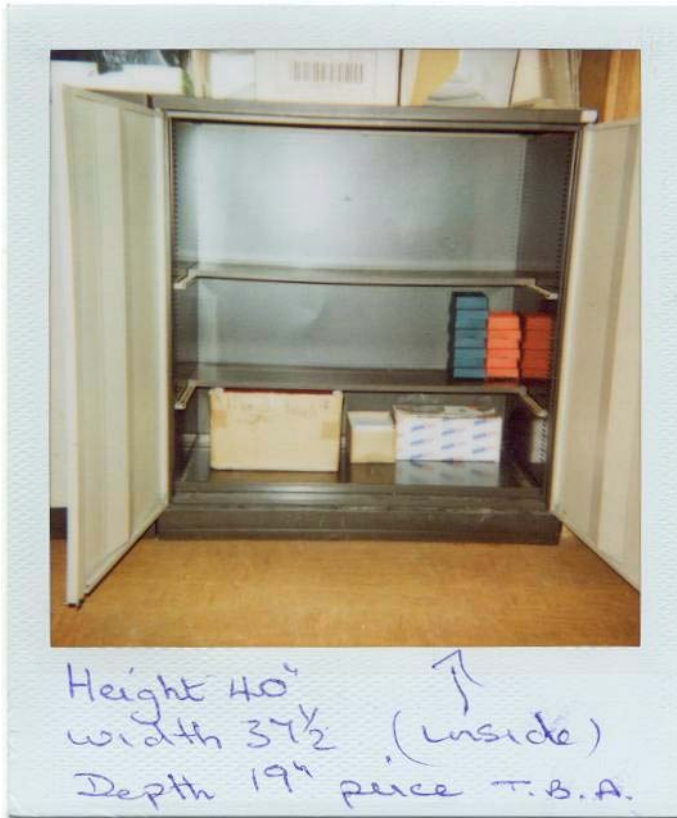
9.2 The trustees also resolved to erect a small stone inscription under the 1998 inscription on the front of the hall. This would similarly read "Caldecote Village Hall". It was agreed that Mr David Reed should be asked to make the inscription if possible as a donation to the hall.

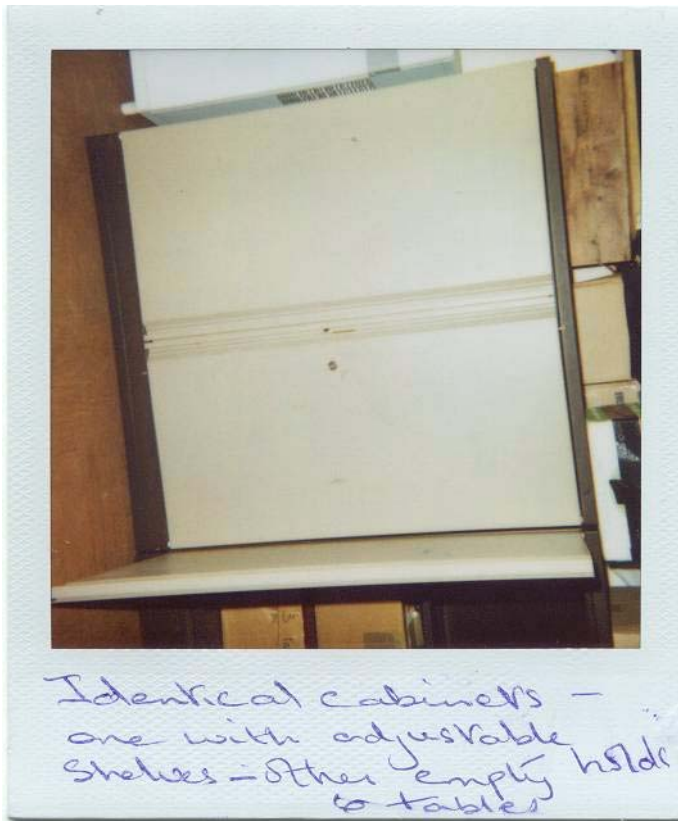
9.3 Notice board in the grounds near the new bus shelter. It was agreed that such a notice-board is desirable for marketing purposes for activities in the hall. The Filicris brand was seen as suitable and it was agreed that a tough polycarbonate board with aluminium frame (and a single door) of 41 x 30 inches, together with 2 aluminium posts should be purchased (for a total of c. £500).

10 Other considerations

10.1 Letter from the Bridge Club.

A letter had been sent to PP by Mr John Murrer (Chairman, Caldecote Bridge Club 24 West Drive Highfields Caldecote Cambridge CB3 7NY 2 July 2002) Dear Paul, Ref Storage of Bridge equipment Club. I have been asked to once again to raise the subject of storage for the Bridge Club equipment. The is very happy with the Village Hall venue and plan to remain there for the long term future. At present the lack of storage does cause a bit of a problem, as one of us has to bring and take home two heavy boxes of equipment and another member brings two bridge tables each week. When these people are on holiday or cannot attend at short notice for other reasons, it becomes a big problem. The Dry Drayton Bridge club, based in their village hall, have two locked metal boxes containing all the equipment and six bridge tables. One of our members has taken some photo's and measured the boxes, see attached. They take up a floor space of only 11' x 3 7.5" each. Please can you raise this issue under 'any other business' at the next Village Hall meeting and see if we could have a similar arrangement. The Bridge Club would supply the boxes and would be willing to pay a floor rent for them, Unfortunately I cannot attend the next meeting, please accept my apologies. If you would like to talk this issue over before the meeting please call me on 211927. The letter was accompanied by two photographs of the storage cabinets.





PP noted the current policy. If anyone does leave anything here it must be available for use by everyone who uses the hall. If we accept storage for one organisation we cannot refuse any other organisation. There are moreover considerable insurance problems. The trustees therefore decided reluctantly to refuse the request at present. OK to action and reply to Mr Murrer.

10.2 Landscaping of the Village hall boundary. The hedge alongside the railings is still seen as unsuitable.

10.3 Tom Footman noted that Anglian Water had said they were going to retarmac the hole near the pedestrian gate. The trustees agreed to ask Mr Murrer if he could deal with the matter.

10.4 PP reported that the gravel path leading to the school gate will soon be tarmaced by Simon Nash at a cost of c. £300

10.5 PP said he would give JB a set of keys in the near future.

10.6 OK said he would send round the declaration form for trustees to sign as soon as possible.

Date of next meeting: Monday 23 September, 7.30 p.m. at the hall

Postscript

The charity commission's register check (including details of income and expenditure) were completed and despatched on 20 July 2002. Trustees are reminded that the object of the charity is as follows:

The object is the provision and maintenance of a village hall for the use of the inhabitants of the parish of Caldecote without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants

Caldecote Village Institute

Declaration of trustees prior to taking office

The undersigned trustees declare that they accept and are willing to act in the trusts of this charity.

Dated: 15 July 2002

Paul Phillips

David Chinery

Owen Kember

Tom Footman

John Murrer

John Butler

3 Monday, 23 September 2002 at 7.30 p.m.

Minutes of a meeting of the trustees held at the village hall on Monday 23 September 2002, at 7.30 p.m.

Present: Paul Phillips (chair), David Chinery (treasurer), Owen Kember (secretary), Tom Footman, John Murrer, John Butler (trustees), Mrs Brenda Phillips (booking officer), Mrs Janet Watson (observer) and Mr & Mrs Wakeling (cleaning staff)

Apologies: There were no apologies. The chair extended a welcome to Mrs Janet Watson.

1.0 Minutes

The minutes of the last meeting (15 July 2002) had been circulated and were approved and signed by the chair.

2.0 Matters arising

2.1 The new bolts on the front door seem to be holding.

2.2 *Emergency release for kitchen outside door.* Roger Jakes was telephoned by the chair after the last meeting and said the matter was in hand. The chair promised to remind Mr Jakes.

2.3 *Bank charges.* The treasurer reported that the bank charges remain. The bank have not transferred money into the current account but rather into the deposit account. The present accounts (see below treasurer's report) reflect these changes. The totals of each account have been rectified.

2.4 *Leaking water taps.* The chair reported that Uniplump (Andrew Johnson) and the tap manufacturers had inspected the taps and had given Mr Johnson a recommendation on how to stop the taps leaking. They had paid him to carry out the work. The taps have not leaked since (2/3 weeks). It is too early to say whether the problem has been definitely cured, but the chair remains optimistic. The treasurer commented that he failed to understand why the taps gave problems in the first place, but clearly the manufacturers have accepted responsibility, although we must monitor the situation during the winter.

2.5 *Miss Bisset's memorial seat.* Mr Footman reported that he had not yet received the relevant catalogues from the parish council. The Booking officer queried whether we should ask Toft about their seat. It was decided that Mr Footman would consult the catalogues first and see what is available.

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2.6 *Investigating whether to deposit money with the New Zurich Banking Company*)The treasurer commented that within 3 days of the last meeting Zurich had notified him that they would be giving up banking within the next six months (to April 2002). The treasurer therefore recommended taking no further action in this regard at the moment.

2.7 *Wooden noticeboard.* The chair promised that he would take action on implementing the erection of this noticeboard.

2.8 *Inscription above entrance (“Caldecote Village Hall” on a plaque stone).* The secretary promised that he would ask Mr Reed if he would be willing to install such a plaque.

2.9 *Small noticeboard.* The chair reported that he had this at his home and would be erecting it within the next 2/3 weeks.

2.10 *Hedge.* It was agreed that trees should be retained on the southern boundary, but the hedge will require too much maintenance and will destroy the open view across to the village green. The chair will take appropriate action.

2.11 *Storage space.* See below.

2.12 *Hole inside grounds path to Highfields Road.* This hole needs to be tarmaced. John Murrer will chase Anglia Water to repair it.

2.13 *The path to the school.* This had been satisfactorily tarmaced, but the invoice had not yet been received.

2.14 A set of keys was handed over to John Butler.

3 Treasurer’s report

The treasurer circulated copies of the latest financial position. He had rerun the accounts from the beginning of the current financial year and as outlined in the matters arising there were two changes: (i) current account; (ii) Hallmark account with Cambridge Building Society. The interest on this latter account was £1750 for the last half year which equals about 3.4—3.5% for the whole year (as against 4.2 % for the previous year). The next result over the last 18 months is that we have increased out capital by about £4000, so we must be making a profit on our lettings. He noted that he had not received up to date invoices from the cleaning staff. (Mrs Wakeling promised to resend the invoice and she noted that the floor of the hall had not yet been properly cleaned because of the school meals; it will be cleaned after half term.). Cambs County Council had agreed to pay for the

full cost of hiring the hall for school lunches and the leaving party for Mrs Rayner had been added to the bill. The meeting thanked the treasurer for his sterling work.

4.0 Booking Officer's report

- 4.1 The booking officer reported that she had been told that the hall was far better than anything in Histon and is an outstanding hall.
- 4.2 The art and music classes are taking place and the evangelical church from Hardwick has made regular bookings up to Christmas.
- 4.3 The next meeting of Cambridge Acre will be held in the hall in March 2003. The chair and the booking officer attended a recent meeting of Cambridge Acre and they learned much about the role of village halls, especially as multi-use centres ranging from post offices to doctor's surgeries.
- 4.4 The post office concept would probably involve two mornings per week. The secretary is to write to Cambridge Acre for more details and try and invite the post office to a special meeting to discuss the situation.
- 4.5 The booking officer then outlined further promotional action recommended by Cambridge Acre (such as a brochure) which might increase usage of the hall and noted that a PA system, overhead projector and flip-chart would be useful for certain types of meetings. Wedding fairs were also mentioned (with the press on hand to promote the event).
- 4.6 The booking officer also reported that there had been much discussion at Cambridge Acre about the need to comply with disability acts, but after discussing various aspects it was concluded that the hall already complies with BS8300 except perhaps for some Braille additions to light switches .
- 4.7 The booking officer also noted that Cambridge Acre had suggested that a grant for a loop sound system might be obtained from the D'Oyley Carte opera group and the secretary said that he would write to them and the Sainsbury Trust (if appropriate).
- 4.8 With regard to redecoration the booking officer noted that the probation service had been in contact with her requesting work for community service (involving groups of about 6—8 people). There might be a chance to redecorate the committee room for example. The meeting agreed that this was worth thinking about when the time came to redecorate.

- 4.9 Finally the booking officer noted that there had been a heavy insurance presence at the Cambridge Acre meeting.
- 4.10 At this point the trustees discussed measures which might be needed to attract businessmen to use the hall including the installation of an ISDN line (for about £300) and a fax line. Broadband might be a cheaper option in the long term but at the moment it was costing about £390 for initial set-up in the village).
- 4.11 The booking officer then wanted to know if a wall storage system might be installed in the committee room. The meeting agreed that too much space would be taken up by such a system in the committee room but resolved that *the secretary should write to the Countryside Agency to see whether a full extension of the main hall southwards and accompanying extensions to storage space might be funded by a grant.* It was noted that the present reserves are used for future maintenance and should not be eroded by capital spending.

5.0 Secretary's report

- 5.1 The secretary reported that the Public Entertainment's licence had at last arrived. The chair had laminated it and was about to put it up in the foyer.
- 5.2 The secretary noted that the forms for the rates rebate had not yet arrived.

6.0 Other matters

- 6.1 *Loop system.* The chair noted that there was a grant for £1100 leaving a balance of £1300. It was resolved that the system be ordered, with a box on the wall in the storage cupboard. It might be possible for a grant to be obtained from D'Oyley Carte and the secretary was instructed to write to that group through Cambridge Acre.
- 6.2 *Front pedestrian gate.* It was reported that the area between the front pedestrian gate and Highfields Road. The contractors clearly had not considered our access via this gate. James Dunn had assured the chair that the path would be reinstated at some time in the future. In the meantime it was agreed that *the secretary is to write to Wilson Connolly expressing the trustees' displeasure at the inconvenience caused and inquiring whether there might be some form of compensation. Especially if the matter is delayed. It should be pointed out also that the gate is frequently used by people in wheelchairs and this is a further cause of embarrassment for the trustees.*

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6.3 *Reimbursement for the chair and the booking officer.* The trustees agreed that the chair and the booking officer should be reimbursed £24 for attending the Cambridge Acre meeting.

The meeting ended at 9.0 p.m.

Date of next meeting: Monday 2 December, 7.30 at the hall.

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4 Monday, 2 December 2002 at 7.30 p.m.

Present: Paul Phillips (chair), David Chinery (treasurer), Owen Kember (secretary), Tom Footman, John Murrer, John Butler, (trustees), Brenda Phillips (Booking Officer), Diane and Peter Wakeling (cleaning staff) and 12 members of the public (for the extraordinary item 1)

Apologies: Mrs Janet Watson (management committee member) gave her apologies

Extraordinary item (concerning incidents in the village hall grounds)

1. The chairman welcomed the parishioners who had come along to express their views about the incidents in the village hall grounds involving “Chatterbox” (a group hiring the hall and grounds on Friday afternoons) and people going to and from the school. He noted that this time last year the trustees had agreed to let the school use the village hall grounds for staff parking and dropping off/picking up children. An issue had manifested itself over the last 6 weeks about parking arrangements on Friday afternoons. Chatterbox had hired the hall from 3.30 to 5.30 on Friday afternoons and wanted the carpark vacated by 3.30 p.m. At the end of September Mr Wakeling (one of the organisers of Chatterbox) said that he was going to lock the gates and had posted notices to that effect. Following one or two incidents involving cars which had not vacated the grounds by 3.30 p.m. the gates had been locked by the hirer. Some cars had been locked in and the police had been called and statements taken in the latest incident.

2 Crispian Harrod (chair of the governing body of the school) stated that the school had felt intimidated by the attitude and behaviour of the hirers and had therefore decided not to use the village hall at all on Friday afternoons. On 8 November 2002 one of the parents who had entered the grounds on foot (i.e. without a car) had somehow become locked in and had had to crawl under the gate in order to get herself out of the grounds despite asking the Chatterbox organisers that she be let out of the gates. She had written a letter of complaint to both the trustees and the parish council. Last Friday (29 November 2002) when another visitor to the

school had inadvertently become locked in with his/her car and had asked to be let out the Chatterbox organisers had refused to let them out until 5.30 p.m. The headteacher had been informed and the police had been called. The police had taken statements and the situation was still ongoing. The use by the school for the rest of the week is no problem and the objective of this discussion is to see what can be done to resolve the issue.

3 Paul Phillips replied that historically the previous headteacher had agreed to parking for a nominal fee respecting all prior bookings. There had been a regular Friday afternoon usage by Chatterbox (with 25-30 children running around and the organisers had, for safety purposes, locked the gates as a hirer of the grounds. Up until the summer of 2002 there had not been any problems and indeed there should not be any problems if someone has hired the hall/grounds for the two-hour period.

4 Mr Ian Slatter (parish council representative on the school governing body). The parent involved on 29 November 2002 was not a regular collector of children from the school., He inadvertently forgot the arrangement and had his car trapped inside the gates at 3.30 p.m. He was scheduled to collect a child from Caldecote and then go on and collect a child from Cambridge. As a result of being trapped inside the gates the child in Cambridge was left alone for a considerable period.

5 Mr Harrod then asked why there is such a big deal about parking and if the organisers of Chatterbox could clarify when there were 25-30 children. It appears that there were only about 6 children on 29 November with 3 helpers.

6 Emma Morgan (newly arrived in the village with a child at the school) asked how violence can be justified in front of children. This is the most important issue.

7 Mr Peter Wakeling (one of the organisers of Chatterbox) said that the gates were closed at 3.30 p.m. and that later he went out to the gates to let his son in. Mr Harrod at this point became very vocal but he [Mr Wakeling] did not punch or try to punch anyone. He did not commit any violence whatsoever, even though Mr Harrod had pushed him. He could not and did not hit him. The lady had been asked to remove her car but did not.

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8 Mrs Diane Wakeling [one of the organisers of Chatterbox] said that two weeks prior to the incident they had had cars still in the carpark at 3.30 p.m. and had been forced to stand and wait until 3.40 p.m. waiting for people to vacate the carpark. She said that they had had to lock the gates.

9 Peter Wakeling added that the issue was not totally to do with safety; they had been assured that the carpark would be cleared by the appointed time of the hire.

10 Mr John Scotcher [school parent] said that what was needed was cooperation and a compromise. Could not 3.45 p.m. be a compromise?

11 Paul Phillips then said that the matter was entirely in the hands of the hirer. He felt that all the trustees would back him on this point.

12 Owen Kember was not sure of this and was in favour of exploring a compromise, perhaps dividing the grounds between the hirer and the school carparkers.

13 John Butler noted that the trustees had the responsibility to ensure safety within the grounds. He thought it was shocking that the community was at odds and wished that a solution be found (by the trustees) in private for the community.

14 Sally Harrod wanted to know why the matter was such a big issue. Why couldn't the hirers simply let the occasional car out.

15 Diane Wakeling replied that parents signed a form for Chatterbox and trusted that their children would be in a safe environment.

16 A questioner wanted to know whether it was the same people every week who were locked in the carpark.

17 Sue Francis thought that a solution might be to bring the children into the hall and wait until 3.45 before letting them into the grounds. She wanted to know why the gates were double-locked and why there was abusive and violent language.

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18 Mr Slatter noted that by 9 December 2002 the staff should be able to park in the school grounds.

19 Mr Scotcher said that the trustees had allowed the school to use the carpark temporarily; why could this not be permanent, especially as there were now 87 pupils at the school ?

20 Paul Phillips replied that Cambs County Council knew how many children were intending to use the school. The village hall has got to make its way. It is a facility for the whole community to use. The County Council must look to providing a better parking/dropping off facility. Using the village hall in this way counteracts the possibility of other people using it.,

21 Emma Morgan said that this included “us”. We are not aliens. The village hall is for the village community. We want to know what is going on. It is not your hall; it is our hall. She said that she did not agree with what was going on here and how it is being run. She did not know when meetings were being held or how trustees were elected.

22 Paul Phillips said that this was in fact a private trustees meeting and that the trustees held about three meetings a year to discuss management issues.

23 Owen Kember said that the annual general meeting was usually held in the first week of June every year.

24 John Murrer that that the matter was becoming confrontational.

25 Mr Scotcher repeated his question about the parking being made permanent.

26 Mr Harrod asked if the matter would be discussed by the 6 trustees.

27 John Murrer said that the temporary agreement cost the village hall quite a lot of money. It should now be coming to an end. Would the parents now be picking up their children from in front of the school?

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28 Melanie Piotrowitz [headteacher] stated that the current path between the school and the gate in the fence of the village hall would soon be removed and grassed over as per the plans. The County's position is to encourage parents to use other means to get to school. Undoubtedly there will be a parking issue and this will have to be explored in the future. She then asked if the gate could be locked on the school side because of security issues.

29 David Chinery saw no problem with this.

This item concluded at 8.15 p.m.

The trustees then discussed the matter among themselves and concluded that:

- (1) the County Council and Parish Council should be brought into the equation
- (2) The Parish Council should in the first instance ask the County Council to tackle the parking problem
- (3) Only one more Friday had to be negotiated
- (4) There is a need for speed bumps outside the school itself [although it was noted that the present speed bumps are being modified to ease problems with damage to people's backs and their cars]

Mr Wakeling noted that the matter was now in the hands of the police and he asked whether he had the backing of the trustees with regard to his authority to lock the gates. Mr Chinery replied that the trustees could not answer this and Mr Footman gave his own opinion that no one has the right to lock a car in. Finally, Mr Phillips noted that in his opinion one or two parents were trying to kill off Chatterbox.

At the end of the meeting it was agreed that the secretary should write a letter to the chair of the governors of the school/staff/PTA (see below).

1.0 Minutes

The minutes of the last meeting (23 September 2002) were circulated, approved and signed by the chair.

2.0 Matters arising

2.1 Leaking water taps

The chair stated that the taps had been satisfactory for a short while but had then started leaking again. The manufacturers (Pegler) are paying a local plumber and have done various repairs, but the taps continue to leak; they have now got a contractor to come out and repair all the taps in the toilets this week. They claim that they have never had any previous trouble with these taps. John Murrer noted that there is nothing unusual about the water pressure in the hall. David Chinery also noted that we are wasting a lot of water and need to switch off the water as much as possible.

2.2 Hole in former path

The hole had been dug by the Cambridge Water Company. It had been reinstated by a contractor. John Murrer noted that he had sent the secretary an e-mail with the details of the contractor's name.

2.3 Large notice board

It was noted that this matter was up for discussion only and it had not been agreed that it should be purchased. In fact, an oak board would cost in excess of £1,100

2.4 Small notice board

It was reported that this had been erected and is a useful addition to the hall because it enables events etc. to be published. It is covered with polycarbonate.

2.5 Letters

There was some discussion about the need for a large sign with the words "Caldecote Village Hall" or simply "Village Hall" on the side wall facing east. It was agreed that this would be reviewed later in the new year.

2.6 Memorial seat for Miss Bissert

After considering various types of seats/benches it was agreed that a new traditional seat, with a suitably inscribed brass plaque, called a Balmoral Bench 180 [LT33] priced c. £264 should be purchased from the catalogue supplied obtained by Mr

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Footman. This should be bolted down to a concrete base/slabs. The treasurer is to action this.

2.7 Inscription above entrance

There was some discussion about the wording required for this inscription and whether or not it should be in one block (including the 1998 year). John Murrer promised to ask Ivan Quince about the feasibility of installing an inscription such as “Caldecote Village Hall 1998).

2.8 Loop system

The secretary said that he would obtain the VAT free form for the loop system and pass this to the chair for ordering.

3.0 Treasurer’s report

3.1 The treasurer circulated details of the most recent accounts and reported that we had had a “pretty profitable period” with income of £1403 and outgoings of £2252. This included a cleaning item of £613.25 (for a 6 month period 6 April to 26 October 2002). It was noted that there is still c. £1600 income to come for the school lunches.

3.2 With regard to the cleaning it was noted that the hall at present only has one clean per week. It really needs an additional clean at the end of the week and one more to clear up at the beginning of the week.

4.0 Booking Officer’s report

BOOKINGS HAVE BEEN 444 THIS YEAR AN IMPROVEMENT ON LAST YEAR . A LOT OF BOOKINGS COMING IN FOR 2003 FROM THE HARDWICK AREA, POSSIBLY DUE TO OUR AD IN THE HARDWICK HAPPENINGS. IT WOULD BE A GOOD IDEA TO RESUBMIT THE AD, MAYBE TWO OR THREE TIMES NEXT YEAR --- NEW CLUB STARTING TWICE A WEEK FOR CIRCUIT TRAINING. THE CHIROPODY CLINIC IS STILL MEETING IN A PRIVATE, HOUSE BUT IT IS HOPED IF THE NUMBERS IMPROVE IT CAN BE TRANSFERRED TO THE COMMITTEE ROOM. WE HAVE SOME LARGE CELEBRATION BOOKINGS IN DECEMBER AND INTO NEXT YEAR. WE HAVE BEEN ASKED IF IT IS POSSIBLE TO HAVE A SN4ALL FREEZER IN THE KITCHEN TO AID CATERING EVENTS OR THE POSSIBILITY OF A FRIDGE/ FREEZER, WE ENOW OF ONE F/F IN VERY GOOD CONDITION BEING SOLD FOR £30. WOULD THE TRUSTEES AGREE TO THIS. I WOULD LIKE TO START THE NEW

YEAR WITH A REVISED BOOKING FORM. THIS WILL NOT ALTER THE LEGAL WORDING IN ANY WAY BUT WILL MERELY SPLIT THE AFFILIATED CLUB BOOKINGS FROM THE PRIVATE SECTOR- THE FORMS AT PRESENT CAUSE CONFUSION AND I HAVE BEEN TRYING TO THINK OF WAYS AROUND THIS. I HAVE BROUGHT A SAMPLE FOR APPROVAL, THIS MAY STILL NOT WORK BUT I WOULD LIKE TO GIVE IT A TRIAL RUN, I WOULD ALSO LIKE TO TRY PUTTING SOME BOOKING FORMS IN A PLASTIC SLEEVE ON THE NOTICE BOARD IN THE HALL, TO ENCOURAGE BOOKINGS. I HAVE STARTED ASKING FOR CASH DEPOSITS TO BE BROUGHT AT THE TIME OF KEY COLLECTION, TO TRY TO MAKE THINGS SIMPLER FOR THE HIRERS. SO FAR THIS SEEMS TO BE WORKING, ALLOWANCES HAVE TO BE MADE FOR THE HIRERS WHO LIVE FURTHER AWAY I NEED ADVICE ON HOW TO ELIMINATE THE COST OF A BOOKING IN TIME AND MONETARY COST AS EACH BOOKING REQUIRES 3 JOURNEYS FROM ME OR THREE LOTS OF ENVELOPES AND STAMPS, WHICH AS THE BOOKINGS INCREASE SO IS THE EXPENSE. AS PARENTS CHANGE THEIR BABIES IN THE TOILETS, THE PROBLEM OF SOILED UNWRAPPED NAPPIES LEFT BEHIND IS CAUSING A PROBLEM YET AGAIN, ANOTHER VILLAGE HALL PROVIDES THESE NAPPY.SACKS (THERE ARE OTHER BRANDS) AND A LARGER BIN, COULD WE TRY THIS TO ALLEVIATE THIS ODOROUS PROBLEM.

4.1 Advertisement in *Hardwick Happenings*

It was noted that the advertisement in the *Hardwick Happenings* had been profitable with more bookings from people in Hardwick. The treasurer said he was in favour of inserting the ad more often, although it was quite expensive. It was also noted that holding the Cambridge Acre meeting in the hall next year would be a big boost to us.

4.2 Fridge/freezer.

It was agreed to purchase a fridge/freezer to put in the kitchen (for c £30.). This might cause some slight cutting of tops etc. but should be relatively easy to fit in. It was noted that the fridge/freezer must be plugged in well in advance of use.

4.3 Booking forms

It was agreed that two separate forms should be used (for affiliated and non-affiliated hirers). The treasurer said that he would investigate the “house rules” which were posted inside the village hall at Dry Drayton.

4.4 The hiring process

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It was noted that there are three transactions for every booking and that with the increase in postal charges the cost would increase. However, it was agreed that using the post is probably the most efficient way at present.

4.5 Nappies

It was agreed to purchase a bins with a special top to dispose of used nappies and place it in the disabled toilet.

5.0 Other matters

5.1 Curtain runners

The chairman reported that the curtain runners had been replaced. He was 99% happy with them but they extended slightly beyond the curtains and there was still a “dangly cord” at the end. He hoped this would not be a problem.

5.2 Emergency door

The push-bar mechanism had fallen off the emergency door and had been replaced by welding in a new unit and repainting it silver. David Chinery said that fire officers are now recommending a 5/7 lever Chubb lock only key operable from the outside with a small ¼ turn knob on the inside. It was agreed to wait and see how the new unit fared.

5.3 Cleaning cupboard

Mr Wakeling reported that the cleaning cupboard had been discovered unlocked and that certain items had clearly been moved. He felt this was a safety issue and the treasurer agreed that it was important. The key for the cupboard is kept in the secure key box in the cupboard in the foyer. This can only be opened by the members present at the meeting but no one had apparently used this key.

5.4 State of toilets

Tom Footman reported that after the Harvest Supper the men’s toilets were in a very bad state and coated excrement which he had had to clean up.

5.5 Letter to Governors/PTA/Staff of the school

It was agreed that the secretary should write a letter explaining that the village hall trustees are happy to help where they can but have their own priorities. They are not trying to be difficult but need to ensure that commercial bookings have priority. One of the school governors should be invited to attend meetings on a regular basis.

The meeting ended at 10 p.m.

Date for the next meeting:

3 March 2002 (7.30 p.m. in the hall)

Postscriptum

Letter to Crispian Harrod (Chair of Governing Body, Caldecote Primary School),

Dated 3 December 2002

Incidents in the village hall grounds

Thank you for attending the meeting of the trustees of the village hall on Monday 2 December 2002. After reflection on all the issues it seemed to the trustees that next Friday (6 December 2002) will be a crucial time. Hopefully, when the gates are locked, no cars or pedestrians will be trapped inside the grounds. Once Friday has been safely negotiated, the trustees look forward to resuming the friendly relations with the school. The trustees stress that they are happy to help wherever and whenever they can. The issue of dropping off/picking up children needs to be addressed by the County Council in the first instance and the Parish Council will undoubtedly raise the matter at its December meeting on 5 December 2002. The trustees are willing for the school to bolt/padlock the gate between the school and the village hall grounds on the school side to ensure maximum security for the school. The trustees also note that the path leading from this gate to the school will soon be removed and grassed over (in accordance with the landscaping plans) and that the school staff will soon be able to use designated areas within the school grounds to park their cars. This will mean that, by default, parents will have to drop off/pick up their children from Highfields Road. The trustees agree that the 8 parking spaces on Highfields Road are inadequate for dropping-off/picking up children given the ever increasing number of parents who use their cars to transport their children to and from school. Most of these parents live outside the parish of Caldecote and therefore have no choice (*pace* the County Council) but to use their cars for such purposes.. Indeed, the trustees believe that the County Council should be considered negligent if there is an accident to a child in these circumstances and fully support the Governing Body in its attempt to ensure that children are safely dropped off and picked up away from the main village road. In sum, therefore, the trustees are anxious to put the recent incidents firmly in the past

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and to assist the school develop even more into a centre for learning and excellence. To this end, the trustees have asked me to invite a representative from the school (be it PTA, Governor or staff member) to attend village hall trustee meetings from now on and provide a voice for the school at these meetings. I do hope that this will be possible and that the village hall can be seen to be a location for community spirit rather than the distasteful community feuding which we have witnessed.

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5 Monday, 3 March 2003 at 7.30 p.m.

Present: Paul Phillips (chair), David Chinery (treasurer), Owen Kember (secretary), Tom Footman, John Murrer, John Butler, (trustees), Brenda Phillips (Booking Officer), Mrs Janet Watson (management committee member), Diane and Peter Wakeling (cleaning staff)

Apologies: None

1.0 Minutes

The minutes of the last meeting (2 December 2002) were circulated, approved and signed by the chair.

2.0 Matters arising

2.1 Memorial seat for Miss Bissert

The treasurer reported that he had not yet ordered the seat. After discussion of the various alternatives (such as picnic table and bench seat) the original order was confirmed, i.e. a new traditional seat, with a suitably inscribed brass plaque, called a Balmoral Bench 180 [LT33] priced c. £264 should be purchased from the catalogue supplied obtained by Mr Footman. This should be bolted down to a concrete base/slabs. The treasurer is to action this.

2.2 Inscription above entrance

John Murrer reported that it would not be easy to install a plaque above the entrance. Letters would need to be 3 or 4 inches high in order to be read and would either have to be set in the wall or raised. If set in the wall the cost might be £2000-3000 which would include fitting, engraving and knocking bricks out. Raised letters would be maintenance free. It was agreed to let the matter ride for another occasion.

2.3 Loop system

The chair reported that the loop system was about to be installed on the following day, with the control base in the large storage cupboard in the main hall. It was agreed that hirers should give a deposit rather than a hire charge and that the insurance should be notified. VAT would be recoverable on the total expenditure of in excess of £2,500. [The system was in fact installed on Thursday 4 March 2003 and the chair and treasurer were give a demonstration of how it operated.]

2.4 Carpark and school

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With regard to the hiring of the carpark by the school, the chair had spoken to the headteacher. The headteacher had told him that the school itself would not be in a position to pay for the hiring of the carpark and the matter would rest with the PTA. When the school had reopened in the new year the headteacher had told the chair that they would not in fact be requiring the carpark. She had returned the keys and the chair had told her that there would be no charge for using the carpark for the first few weeks of the new year. As far as the chair was concerned there was no problem with carparking. It was noted that parents drop off/pick up their children from the road and the attitude of the police is that the more congestion, the less danger. It was not known if the school had put a padlock on the school side of the gate (as previously suggested). The chair regarded the matter as a finished item.

3.0 Treasurer's report

- 3.1 The treasurer circulated copies of the latest financial transactions.
- 3.2 To all intensive purposes these were the year-end figures and they showed a net income of about £3000. The current a/c was £3065; reserve bank a/c was £1329; hallmark account was £105,863 (including £3560 interest).
- 3.3 Water was the year's biggest expenditure. There was a discussion on how these water rates could be reduced. The car-wash days might possible be a factor, and leaks might also be a factor. It was agreed that Mr Murrer should monitor for leaks.
- 3.4 The public telephone was another large item of expenditure (£58 a quarter). It was agreed that the next agenda should include an item to get rid of the telephone, especially if a public telephone was installed on Highfields Road near the village institute.
- 3.5 Gas bill. No gas bill had been received. The treasurer had taken readings and calculated that we had used 4,858 cubic metres. This would be £680 without standing charges. It was noted that this was equivalent to about £340 per annum for heating (as opposed to the 1999/2000 bill for calor gas of £2000 p.a.). It was agreed that about £1000 should be reserved for payment of this bill when it arrived.
- 3.6 The treasurer was warmly thanked for his continuing efforts.

4.0 Booking Officer's report

- 4.1 The Booking Officer gave the following report:
 - The revised booking forms seem to be doing the trick, so far I haven't had any problems with the hirers understanding of the forms.
 - An advert is due out in the Hardwick Happenings May issue, we have had some exciting new hirings that have been so impressed with the Hall, enough to bring repeat bookings and new regular contacts from as far away as Bedford.
 - I have placed a larger bin and put nappy sacks in the disabled / baby change toilet. I have put up information notices to this effect in the gents and ladies loos, alas the

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problem continues so we may have to add nappy sacks and a larger bin in the ladies toilet.

- The mobile hot cupboard has been warmly welcomed by the various clubs that cater here, as well as the private hirers we have had so far, Thank you to the Trustees.
- However, this is not the only problem with the kitchen. It appears after discussion with other club members and private hirers that are catering in larger number here that the kitchen needs additional changes. In informal discussion with Paul and David we thought a survey of the various club hirers regarding the kitchen facilities may show the trustees what is really needed in order for the kitchen to function at its best. I have put out a survey to 21 club users who use the kitchen for catering and I have had good response (see separate survey results).
- I believe there are still problems with someone accessing the locked cleaning cupboard. I actually found a bottle of Domestos Bleach left it in the gents toilets, which of course is a safety hazard where the children are concerned. I cannot find who was responsible for this and why?.
- Does anyone know where the key to the cigarette stub box outside is as it is almost full?
- The toilet sign on the foyer door has been up for 2 weeks.

4.2 The kitchen survey

RESULTS OF THE KITCHEN SURVEY

SURVEY SENT TO:-

DIANE WAKELING, BRENDA PHILLIPS - CALYPSO

JANET WATSON, AUDREY TARSEY - TUESDAY CLUB

ROSEMARY MURRER - BRIDGE

JILL DRAYTON, DOREEN MCKEOWN, MARGARET STEVENS, CHLOE JENKINS

– CHURCH

JENNY PHILLIPS, SHARON JOHNSON, DIANE JOHNSON - PLAYGROUP

SUE FRANCIS - SCHOOL

SHEILA CUNNINGHAM - COMMUNITY ASSOC.

PAT CHINERY, JEAN STEVENS, MARY SIMPSON, RUTH FOOTMAN, EDNA MARTLEW,

HAZEL STEEL - W.I.

ELIZABETH WRIGHT - PRIVATE HIRER AND CATERER BOURN

GOLF CLUB FOR INDEPENDENT VIEW

DOUBLE SINK	7 YES	0 NO	1 NO COMMENT
SINGLE SINK	4 YES	0 NO	0 NO COMMENT
DOUBLE DRAINER	7 YES	0 NO	1 NO COMMENT
SINGLE DRAINER	1 YES	0 NO	0 NO COMMENT

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COMMERCIAL DISHWASHER	7 YES	0 NO	1 NO COMMENT
RANGE STYLE COOKER	6 YES	1 NO	2 NO COMMENT
WARMING SERVERY AREA	8 YES	0 NO	1 NO COMMENT
SMALL FEEZER	2 YES	6 NO	1 NO COMMENT
FREDGE/FREEZER	6 YES	2 NO	1 NO COMMENT
IN LINE HOT WATER URN	6 YES	1 NO	2 NO COMMENT
MORE SEIELVING	4 YES	1 NO	2 NO COMMENT
WALL CUPBOARDS	5 YES	0 NO	1 NO COMMENT
STAINLESS STEEL WORKTOPS	5 YES	0 NO	4 NO COMMENT

ANY OTHER SUGGESTIONS

LARGE SERVING TROLLEY, EXTRA FRIDGE, SAUCEPANS, SERVING DISHES, SERVING UTENSILS, ROSE PIPE SYSTEM FOR CLEANING OFF PLATES, MORE CROCKERY/GLASSES RANGE TO HIRE, COMPLETE REDESIGN A.S.A.P.

It was noted that the oven door is dangerous to open and that a double sink and drainer are required urgently as is a short cycle dish washer, a new gas cooker a catering saucepan a small freezer, wall cupboards/shelving and stainless steel worktops.

It was suggested that the radiator be removed from the wall and a high level wall-mounted fan convector be fitted.

After discussion it was agreed that a masterplan for remodeling the kitchen was required. John Butler noted that he had a friend who had been involved with Cambridge University catering who would taker a look at the problem and hopefully provide a free design quote sympathetic to a practical kitchen.

5.0 Secretary's items

The secretary reported on two items

5.1 Postal services in the village institute. He had been in regular contact with Ms Phillipa Newey of the Post Office and had supplied her with the necessary demographic details. The Post Office were considering the situation at the moment and would be in touch shortly to discuss the details.

5.2 Licensing. The secretary noted that licensing arrangements (for public entertainments licence) were in the process of change and that the matter would hopefully be clarified by the talker at the Acre meeting in the hall that week.

Other items for consideration

6 Storage

6.1 John Murrer again asked about storage space for the bridge nights.

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- 6.2 Again however it was concluded that if one group were permitted to store items in the hall then all groups would seek such a facility and there simply was not the room at present for such storage.
- 7.0 Window cleaning
- 7.1 The chair noted the need for window cleaning and presented a quote from Brian O'Reilly (Three Counties Cleaning, unit 2 Swansley Wood Farm, St Neots Road, Caxton, Cambridge CB3 8PH) for \$25 per clean inside and out quarterly.
- 7.2 It was agreed that this quote should be accepted, starting as soon as possible before the end of this quarter. The chair would liaise with Mr O'Reilly.
- 8.0 Chairs
- 8.1 The chair reported that two plastic seats had been broken. It was agreed to replace these seats either with the plastic moulding if sold separately or with complete chairs if necessary (Action: the secretary).
- 8.2 It was noted that there was a need for more chairs in the committee room (stored and kept in the committee room so as to avoid the need for going into the main hall to access chairs). It was agreed that the secretary should order 12 more chairs for the committee room (of the upholstered type) from the original suppliers (Gopak of Kent).
- 9.0 Stage
- 9.1 The chair reported that he had hired a stage for a function from Toft. This was modular and consisted of 22 unites (of steel frame and plywood) which stacked onto a trolley. He suggested that the trustees might consider purchasing their own modular stage, costing about £120 per unit. A grant might be available from ACRE.
- 9.2 It was agreed that a small stage might be inserted if and when the main hall were extended. For the moment however the matter would be born in mind but not actively pursued. Mr Murrer noted that we should perhaps be looking at a project per year and that it might be something for the future.
- 10.0 Broken Fence
- 10.1 Tom Footman noted that the fence in the north-eastern corner of the grounds had been broken by the contractors working at the school.
- 10.2 It was agreed that the secretary should write to the LEA and request that the posts and fence be restored to its original condition.
- 11.0 Co-option of PTA member
- 11.1 It was noted that in the Secretary's letter to the chair of governors, Caldecote primary School, the co-option of a member of the PTA had been suggested. Nothing more had been heard from Mr Harrod on this matter and it was agreed that the matter should be left for the moment.
- 12.0 AGM

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- 12.1 It was agreed that the date of the AGM would be 2 June 2003, 7.30 p.m. at the hall, and that this would be put in the *Caldecote Journal*.
- 12.2 All the existing trustees stated that they would be available for re-election at this meeting.
- 13.0 History of the Village Institute
 - 13.1 It was agreed that the secretary should write a brief history of the Village Institute and put it in the next issue of the *Caldecote Journal*.

The meeting concluded at 9.15 p.m.