



## **Wingrave Community Association**

### **Minutes of the council meeting held on Tuesday 29<sup>th</sup> November 2017 at 8pm in the Community Centre**

**Present:** Neil Laming (Chairman); Andy Targell (Treasurer); Louise Wyles (Secretary); Chris, Wyles, Norman Rickard; Richard Shurlock; Suzanne Cuthbert; Tony Lambourne; Lydia Giggie; John Hawkes; Tony Horne; Alan Frost; Janet Frost; Siv Tunnicliffe; Lynne Roxbee Cox

**Apologies:** Brenda Horne; Chris Harrison

1. The minutes of the council meeting held on Tuesday 12 September 2017 and the extra meeting on 27<sup>th</sup> October were approved
2. **Chairman's report**
  - a. Facilities charges, deposits and hire charges
    - i. It was agreed that Lynne, Lydia, Andy and Neil will review current hall hire charges, charges for additional facilities and the deposit structure and make a proposal to the council at the next meeting – proposal to consider and agree conditions for Friday night when the hall is used by local societies and groups for meetings etc
  - b. Friday conditions
    - i. It has been agreed that the Friday hire form will be behind the bar in order that bar staff are aware and able to show Friday groups what part of the hall they are able to use
  - c. Christmas decorations
    - i. Thanks to Tony and Lydia for putting the Christmas decorations up this year
3. **Treasurers report**
  - a. The committee was presented with income and expenses to date which was in line with expectations
  - b. Card use has increased significantly year on year
  - c. £8,000 invoice is pending payment for the kitchen – payment is not being chased whilst issues with the installation are being addressed
4. **Vision 20:20**

- a. Thanks to everyone for their engagement in the extra meeting and contribution to the proposal
- b. After the meeting it was agreed to include the flooring in the proposal for the Kirby funding – this was communicated to the council via email and generated no objections
- c. Update from the Parish Council is expected after their December meeting
- d. Agreement to write an article for the Communique summarising plans
- e. Agreement to hold an open evening on 2<sup>nd</sup> February at Family Friday

## **5. Community Centre report**

- a. Bar report
  - i. A very busy September with 5 parties in 6 weeks including the biggest support package we've ever offered for a wedding which gave confidence in what we can offer and learnings for the future.
  - ii. Family Fridays are picking up well this year
  - iii. Bingo is not going well with September – November making a loss. It was agreed it needs advertising and Andy will design posters will be sent to Tony for printing for the A frame boards and possibly on A4 for lampposts.
  - iv. Bar takings are down 14% however due to margins increasing with some price rises the WCA contribution is only down 9%. Expectation is £11,000 target will be achieved
- b. Maintenance
  - i. Installation mistakes were made with the kitchen and units are being replaced – supplier accepts mistakes and are working with us to rectify and aren't chasing invoice payment.
  - ii. Running maintenance continues – minor damages are repaired by Tony and not costing money
  - iii. Tony to provide quotes for roof repairs
  - iv. Fire alarm checks and extractor tests to be carried out.

## **6. Membership Update**

- a. Welcome and thanks to Suzi for taking on the membership role
- b. Takings from the rounds this finance year are £2534. 8 rounds weren't done.
- c. Suzi will relook at rounds for next year with a fairer allocation
- d. The last draw was March 2017 therefore one more draw is required from last finance year to close it off
- e. Draws need to begin for this year however there was some confusion whether some of the rounds not completed were given to the right person.
- f. An email to go on postie clarifying the current situation and asking for volunteers for rounds not completed before the draw starts for this financial year

## **7. Housekeeping**

- a. It was clarified that a council trustee, as published on the charity commission website, is a member of the council which is defined by attendance or apologies at the AGM
- b. The current property trustees are Alan Frost, Ken Francis and Richard Keighley. Lou to approach them to ensure they are happy to still be property trustees and their understanding of the role.

## **8. Group reports**

- a. Siv
  - i. There are lots of elderly widows in the village to whom Siv will reach out
  - ii. Siv is helping to arrange transportation for the seniors Christmas lunch
- b. CATS
  - i. The Community Association Transport Service has been going for years now and Janet will be refreshing and relaunching to look for new volunteer drivers.
- c. Heritage Association
  - i. Website has been updated
  - ii. Living archives are being recorded with elder members of the village that have lived in Wingrave all their lives

## **9. AOB**

- a. Christmas ball
  - i. Organising all on track and it will raise more than previous years
- b. Communique
  - i. It was agreed that Tony would purchase flowers and a bottle for Tony as a thanks for the work he does on the Communique
  - ii. Lou to reach out to Nigel and Tony to discuss an article on postie/in communique looking for additional help with Communique
- c. Over 60s Christmas lunch
  - i. 90 people are coming to the lunch
  - ii. Thanks expressed to Tony and Lydia
- d. Royal wedding event
  - i. Agreement that the WCA will put on an event for the royal wedding
- e. WCA Croquet cup
  - i. Agreement that WCA will support a WCA cup (circa £60) for the croquet group in line with supporting and developing new clubs in Wingrave
- f. Sound System
  - i. Thanks expressed to Chris for rewiring the sound system
  - ii. Agreement that Chris and Lynne will co-ordinate a wish list for the sound system – unlikely to need more than £100

- g.** Storage solutions outside
  - i. Agreement to get a quote for the shipping container solution outside (to replace sheds) in order that we know how much funding we need to raise
- h.** Centre facilities charges
  - i. It was clarified that the status quo remains for Friday evening events until the council reviews the proposal for changes

**Date of next meeting: To be confirmed**

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