



## **Wingrave Community Association**

### **Minutes of the council meeting held on Tuesday 15<sup>th</sup> January 2019 at 8pm in the Community Centre**

**Present:** Neil Laming (Chairman); Andy Targell (Treasurer); Louise Wyles (Secretary); Geoff Aldridge; Lydia Giggie; John Hawkes; Tony Horne; Alan Frost

**Apologies:** Lynne Roxbee Cox; Patrick Roxbee Cox; Janet Frost, Tony Lambourne; Suzanne Cuthbert

1. The minutes of the council meeting held on Tuesday 27 November 2018 were approved.
2. **Chairman's report**
  - a. The new bar has been installed with a few snags and the new shutters still to be completed.
  - b. Neil to arrange a working party one weekend for some of the extras. Tony to provide a list of requirements.
  - c. The over 60s lunch was a great success with 70 attendees. Thanks to Ann who's agreed to do it next year. With the learnings taken from this year next year is likely to be less expensive. Date for next year to be 8<sup>th</sup> December.
  - d. Meeting to be held with Moliv on Saturday to discuss the next stage of the 20:20 vision to provide a quote. Work will not start until the new financial year.
  - e. Next meeting it is hoped that drawings will be available to be discussed
  - f. The work to be carried out during the summer holidays. Lydia to confirm dates when baby sensory would be using the hall during the summer holidays in order for Lou to progress conversations with the school who have agreed in principle. In addition whether they could cover play in the parish on 16<sup>th</sup> August.
3. **Treasurers report**
  - a. Treasurer ran council through our current financial position which is in line with expectations.
  - b. Bar project was expected to cost £35,500 however ultimately came in at £38,173 ex VAT with £26,500 from the Kirby fund and £11,673 from the WCA. Additional work was carried out

such as repairs and decorating the hall, new doors, asbestos work and new flooring.

- c. The intention had been that the work would be exclusive of VAT as Annex works however HMRC have suggested this will not be the case. Andy is working with HMRC however VAT may now be payable at an additional £7,634 and therefore prudently has now budgeted for it leaving £13,817.19 in the major repair fund.
- d. Next financial period additional funding from Kirby Funding, WCA usual contribution to major repairs fund and the contribution from Wingrave players will contribute circa £75k for phase 3 of the 20:20 vision. Andy is suggesting that we budget to include VAT and allow a significant (£20k) as a contingency. At the end of the work the objective will be to retain circa £14,000 in the major repairs fund moving into the next financial year.
- e. Council is happy in principal, providing timing works, to move the flooring work into the next financial year when the building work in the main hall is carried out
- f. Shutters for the bar will be sourced and spent in this financial year
- g. Andy will be looking to move on from treasurer at the AGM and has identified 2 possible replacement. To be confirmed over the next few weeks and Andy will arrange a handover.
- h. Thanks to everyone involved in the bar committee and for pulling together on the final day to get the bar ready.
- i. Thanks to Brenda for arranging the cleaning of the tapestry and council is looking forward to the story of the tapestry to add to the wall.
- j. Neil to ask Chris Cook to look at setting up the TV. At the same time Chris to look at the long data wire for the broadband.
- k. Council to consider improvements to the ladies and the disabled toilets – new treasurer to look into funding available through grants.

#### **4. Community Centre report**

##### **a. Bar report**

- i. New bar going well. Customer perception has been fantastic. Effective to work in. Some issues around less space than previously in the back. Lynne doing work on what's needed in the coolers for a big party and it worked well for the twinning quiz. More movement is needed to prepare for large events from outdoor store to indoor. This will be improved with shelving in the snagging list. Tony reiterated the need for the shutter to be installed to stop the need to remove the temporary wooded sections each time.
- ii. Losing October from the bar did not cause a huge revenue gap because November and December events went extremely well. Credit card machine is being used frequently.

- iii. Council agreed for Tony to use judgement on cashback requests however general agreement to 50p per transaction and preference would be for people to put low value transactions through as tap and pay.
  - iv. Andy to follow up on the idea of Sophie R to become a PR for the WCA both in and outside the village to encourage bookings with full plans from September once main hall work has been completed
  - v. Suzi to update on monthly 200 club draw. Would Suzi be able to work with Sophie to put something monthly about the WCA in the communique and on postie in addition to 200 Club winners
  - vi. Thanks to the bar staff for the Christmas ball
- b. Maintenance**
- i. PAT testing is carried out annually in June. New kettle to be tested.

## **5. Group reports**

- a. Clubs and societies**
- i. Confirmed 11 May 2019. Advert has been placed in the Communique. WCA to take a table and promote ourselves. 31 tables 7 years ago. Clubs to set up from 10 with public arriving from 11. WCA to provide free tea and coffee and squash and bar to be open for other drinks.
  - ii. Suggestion for WCA to set up on 10<sup>th</sup> May during Friday opening.
  - iii. Mark to be approached to see if Mark is interested in selling food – Lynne to pick up with Mark

## **6. AOB**

- a.** Council agreed to charge £15 for the 80's night tickets with a free glass of prosecco when handing over your ticket at the bar. At £15 a ticket once 70 tickets have been sold (assuming prosecco costs £1.25 a glass and taking account of clear up and ticket printing charges) the event is in profit. Lou reminded that someone needs to be responsible for locking up
- b.** Annual return has been completed using the new government beta system. Lou to identify why the submission of accounts was not required. Andy/John to provide gift aid number to Lou
- c.** Date provisionally agreed of 30<sup>th</sup> March for the promises auction to raise money for the WCA building work.

**Date of next meeting: 12<sup>th</sup> March 2019**

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