

Tollerton War Memorial Institute

(TWMI)

Committee Meeting

Venue: Black Horse Pub

Date: 22nd October 2018

8pm

Chair : – Tim Brook

Treasurer: – Yvonne Brown

Secretary : – Barbara Walker

1. Present: Tim Brook, Yvonne Brown, Barbara Walker, Ian Galtrey , Jenny Bullock

2. Apologies: Richard Walker

Agenda amended - attached

3. Minutes of last meeting: agreed as correct

4. Matters arising:

Curtain rail now purchased Tim will install.

New Lofts ladders purchased with working limit 170Kg – Tim & Richard to install

Asbestos general management survey completed samples taken awaiting results.

5. Chairman's Report:

Once again Tim would like to thank all those who have helped set up, put up posters, cook, bake, serve, wash up, provide flowers, do odd jobs, repairs, clean and tidy up after events.

Renu Bindra & Phillipa Wordsworth have stepped down from committee thanks to them for all their hard work.

There continues to be a steady stream of bookings. Charges for hire are £10/hour for clubs:

£15/hour for every other activity. Private parties minimum hire 3hrs

Bowls club reported hall felt cool on the evening of their activity – Tim has been to hall to check thermostat temperature showing 21degrees has changed time for heating to come on at 5.30pm

6. Treasurers Report:

Yvonne reports Current account balance= £7418.45: Business Management (savings) account balance = £3592.88: cash box £200: Total balance = £11211.33.

7. Yorkshire Water Bill:

Large water bill received £260-£280 Tim has inspected hall no leakage identified at this time – to be monitored.

8. Chilli Hoe Down:

Event was very successful profit made - from email sent by Yvonne post event: total sales (tickets/raffle & bar) = £1636.50, total cost (food/alcohol/prizes/Band & ticket printing) = £1084.93 so we made a profit of £551.57.

Discussion re repeating event next year all felt it was a possibility Tim suggested all committee members to informally ask around the village to get a feel if the event would be supported next year. All agreed a large pan & ladle would have been very useful for the Hoe down but also for other events. **ACTION: Tim to look to purchase.**

9. Christmas Fare:

Booked for 15 December 2018 – 1pm-3pm cake/mince pies tea/coffee/mulled wine with local stall holders selling their wares. Alne Singers performing 3-4pm as they are not charging a fee Tim suggested bucket available for donations for the group – all agreed.

Free entry sales on cakes/drinks & raffle. Suggested £3.50 for Cake/tea, coffee or Mulled wine. £1 for hot drink- all agreed.

Question as to if liquor licence required if alcohol not specifically being sold but provided – **ACTION: Tim to confirm.**

Yvonne suggested offering international Christmas cakes at the fare & has identified & made a list of 12 different types across the world e.g. Stollen. **ACTION: Yvonne will ask those who offer to bake cakes if they are willing to give it ago.**

Christmas decorations need checking to decide if OK or some replacement/additions required. Possibly purchase a Christmas Tree.

Marketing of event to start after Bonfire Night.

10. Friends of TWMI –

At least 6 people are willing and happy to do baking & help at events but do not wish to be on committee – **ACTION: Yvonne to compile a list of those who have offered so far.**

11. First Event of 2019

Many people asking for a Sunday Brunch 20th January 2019 put forward – all agreed. Japanese style hot plate will be needed either borrowed or purchased. **ACTION: Tim to explore purchase.**

Easter Egg Hunt – Successful last year so all agreed to do it gain Easter 19th/21st April 2019 so agreed Sunday 14th April 2019 would be an appropriate date at the beginning of the school holidays.

12. The Yorkshire Bard

Ian McMillan & Luke Carver Goss – ‘Between You & Me’ – 29th March 2019

Confirmation required re ticket sales: marketing event on radio: whose providing sound & light systems: what is expected of the TWMH to provide

ACTION: Barbara to ask Richard to check as he has been dealing with Ian McMillan’s company Yvonne will also look at emails previously sent.

13. Any Other Business

Marketing –

Last year the TWMI had the advantage of free printing thanks to the generosity of Nick Thompson. As Thompsons will cease trading at the end of October due to retirement there will be a need in the New Year to pay costs at 5p per sheet. Discussions had re purchasing own printer – to monitor costs to start with then consider buying.

Table Tennis –

2 tables have been found in storage – to consider a taster day to see if anyone interested. It would have to be between 6-7pm as no other time available as

Monday evening – Zumba

Tuesday evening – Body Fit

Wednesday evening – Indoor Bowls

Thursday evening – Body Fit

Friday not considered a good day to utilise.

Flower Troughs –

Tim expressed thanks to those who had provided and planted the flower troughs outside the Hall. All concurred.

Long Term Projects –

Consider improving the outside space at the rear of the Hall, the carpark at the front and replacing the red vinyl in the Hall.

Ticket payment for Committee Members –

Discussion regarding committee members paying for tickets to event & considered that if the member works during the whole event they should not pay for admission but would pay for any food or drink consumed. If the committee member did not help at the event they should purchase a ticket as any other attendee.

Meeting closed – 9.30pm

Next Meeting – date not decided but all agreed meeting 3-4times a year is adequate.

NB:

Identified as matters arising by Barbara after meeting concluded – Fire risk assessment due for review in June – **ACTION: Tim please confirm.**