

**BISHOP VILLAGE HALL MANAGEMENT EATON COMMITTEE
MINUTES OF MEETING HELD ON WEDNESDAY
22 NOVEMBER 2017**

Present: Chrissie Atwell (Chairperson) *CA*
Moe Netting (Secretary) *MN*
Julie Davies (Bookings Co-ordinator) *JD*
Phil Davies (Caretaker)
Mick Netting
Clive Harper

APOLOGIES

Alex Morgan (Treasurer) and David Darts (Gardening Club) had both sent their apologies.

MINUTES FROM PREVIOUS MEETING

These were agreed and approved.

- (a) **Updated contact details.** MN confirmed that the Council website had been updated. CA was in the process of amending contact details for the 'Hall for Hire' website.

ACTION CA

- (b) **Maintenance issues-** Fire Protection Services had visited the Hall and confirmed that the faulty light fitting in the middle of the Hall was an emergency light and would need to be replaced. This could be done quite cheaply with a replacement tube. Estimated cost would be in the region of £30. This was agreed.

- (c) **Damp in toilets** – It was felt that this was possibly a condensation problem and not an urgent requirement. It was agreed to revisit this when investigating the wider issue of insulation in the Hall. CH confirmed that he was in the process of contacting an architect with a view to getting advice on the best way forward with this. PD raised the issue of a possible blockage in one of the outside drains which backed onto the toilets as he had observed that the rain was not running away. CH and PD to investigate.

ACTION CH AND PD

PD also pointed out that the one outside light did not light up the car park and the light in question may need to be repositioned to remedy this situation. It was noted also that the step lights at the front of the Hall had to be switched on inside the Hall and it was agreed to alert Hirers to this in the Hiring Information Sheet.

ACTION MN

PD informed the Committee that he knew someone who could advise on buffing up the floor in the Hall and would contact him for an estimate. Marks from rolling the round tables along the floor needed to be removed and it was agreed that the paint on the edges of the tables would be sanded down to prevent this happening in the future.

ACTION PD

CH and PD volunteered to clear the growth from the front of the Hall and trim the hedges

ACTION PD AND CH

- (d) **New Cleaner** - CA informed the Committee that a new cleaner was in place and she had received complimentary comments from users of the Hall. CA had received a complaint from a hirer of the Hall that the crockery was not very clean and it was agreed that as the crockery was not used on a regular basis it would be prudent to inform users that they may need to freshen the crockery before use. This would be highlighted in the Information Sheet for Hirers. The bin had also not been emptied on a couple of occasions and a large notice reminding users to do this had been positioned by the bin and a reminder would be placed in the Information Sheet.

ACTION MN

- (e) **Website** – CA apologised for the number of emails that had been copied to Committee members regarding the discussion centred around the new website. Some concerns had been raised by Lin Gardener to the duplication and security of the new website but the situation had now been resolved. DD expressed his thanks to CA for the Gardening Club page on the new website. CA had approached a new villager to help at the Christmas Market, subsequently, she contacted CA through the 'contact' page on the website to confirm her support. CA agreed to arrange for JD (Events Co-ordinator) to have access to the 'contact' page also.

ACTION CA

- (f) **Farmers' Market** –

Stalls - CA informed the meeting that there would be 16 stalls at the Christmas Market including Monkland Cheeses. CA had also managed to secure some brand new, but slightly marked, cut-price books for sale.

A discussion followed on the positioning of the tables and stalls within the Hall. CA had contacted FPS to ensure that the layout would not jeopardise any fire protection procedures.

Decoration Date – this was agreed for 1st December at 10.30 am. It was suggested that in 2018 the Christmas Market and Christmas Lunch should not fall on the same weekend. Suggestions for decorating the tables were made and it was agreed to use a banqueting roll to cover the stalls.

Distribution of Flyers – this had been completed by MDN.

Internet Advertising - CA suggested that a list of Committee vacancies could be advertised on the website and this was agreed.

Refreshments – CA had drawn up a price list for the Christmas Market and asked the Committee for their opinion on this. Everyone agreed with the new pricing and the introduction of cafetiers.

(g) Potential Future Events

Whalebone – CA explained to the Committee that she had contacted this group with a view to booking them in 2018. Everyone agreed to go ahead with this.

ACTION CA

Whittards – CA explained that Whittards were a tea producing company who would put on a tea tasting event and this had been arranged by Rosie Robinson for 2018.

More regular events and Meeting with Team EB – CA informed everyone that the Committee would have to be more involved in raising funds for the Village Hall in the future. CH expressed some concern of clashing with the Fundraising Committee and CA went on to explain that, on 8th November, she, MN and AM had attended a meeting with the Fundraising Committee/TeamEB, where TeamEB had made it clear that they were cutting down on major events next year and that they would like us to participate more in the fund raising for the Village Hall.

CA explained that there would be a list of 'core event dates' drawn up with the Fundraising Committee. Everyone agreed that, in particular, the quizzes held every year raised a lot of money and the Village Hall Committee would like to be involved in holding some of these for the Village Hall. It had not been fully appreciated by some members of the Committee that the Village Hall did not receive 50% of all fundraising. There would be another meeting in January with the Fundraising Committee and CA invited any other members of the Committee who wanted to attend to let her know.

At the meeting it was also suggested that the Village Hall Committee take over the organising of the New Year's Eve party. A discussion followed on this – MDN agreed to contact a disc

jockey friend and CA informed everyone that she had arranged for a playlist to be compiled as well. The party would need to be advertised and signs put up. CA agreed to contact Rosie Robinson to see if she was available to organise games.

ACTION MDN AND CA

JD suggested a coffee morning on the second Saturday of each month and she was available to host this.

ANY OTHER BUSINESS

It had been noticed that last year at the Christmas Market a member of the public had been selling tickets for the Kingstone Choir and CA agreed to contact him to ensure that this did not take place again this year.

It was noted that there was no longer time during this meeting to deliver:

- feedback from the **Community First AGM**
- Treasurer's Update

so, it was agreed to postpone these reports until the next meeting and this meeting was closed.

Signed:

Date: