

**MINUTES OF VILLAGE HALL COMMITTEE MEETING HELD ON
WEDNESDAY 31 JANUARY 2018**

PRESENT: Chrissie Atwell (Chairperson)
Julie Davies (Bookings Co-ordinator)
Moe Netting (Secretary)
Phil Davies (Caretaker)
David Darts (Gardening Club)
Mick Netting

1 APOLOGIES: Clive Harper

CA welcomed everyone to the meeting.

2 MINUTES

Everyone had received a copy of the Minutes and these were agreed.

3 INDIVIDUAL REPORTS ON ACTIONS TAKEN

a) Hall for Hire website

CA needs to contact the website 'Halls for Hire' again since, despite amendments, is still showing very old contact details (Ron Carter). During this conversation it was suggested that Ron Carter from the village used to audit the Village books. CA would contact Rosie Robinson to confirm this. DD mentioned that he thought that he had details of a different previous auditor and he pass-on these to CA.

ACTION – CA

b) Maintenance Issues

(i) MDN – Informed the meeting the safety light had been replaced. MDN had requested a quote from the electrical contactor for the heater in the kitchen this had not been itemised, separately from other jobs priced-up so needs chasing up.

ACTION – MDN

(ii) DD, CH AND PD – (damp in the toilets, trimming trees/hedges and floor buffing estimate) CA thanked DD for repairing the trim in the ladies' toilets. It was noticed that one of the inside doors to the toilets needed realigning and also the entrance door to the ladies toilet.

It was also identified, by PD, that patches of plaster in the Hall were breaking down and that the damp problems were getting worse. The question arose as to whether it would be better to try to obtain a grant to address the insulation issues and tackle problems systematically by prioritising other outstanding problems for fixing later. CA knew of somebody who could give us a quote for insulating the Hall. CA would look into the grant situation. Hall insulation had been investigated

previously by MDN and CH and the cheaper option was to insulate the inside. CH had agreed to contact an architect, regarding insulation of the hall and we await his report back. CA asked that if anyone else could help source specialists: builders; architects; engineer's, then to let her know.

It was agreed that outstanding decorating/gardening would be tackled once the better weather came. Buffing of the Hall floor would be shelved until all other disruptive work had been completed inside the Hall. PD would rectify problem with the toilet doors.

ACTION – PD and CA

c) Hall Hiring Information Sheet

This had been amended and was on the website.

d) Website

JD had experienced some problems with the website Calendar but these had now been resolved and she has permissions/access to populating Calendar. JD now has access to the 'Contacts' page on the website. DD thanked CA for the latest updates to Gardening Club page on the website.

e) Christmas Market

CA thanked everyone who had helped with the Christmas Market. Everyone felt it had been a success. £267.81 had been raised. CA had distributed a survey at the Market to try to ascertain what villagers wanted from their Village Hall. Eight surveys had been completed and some of the ideas put forward were: craft activities; film shows; talks; coffee mornings with walks; quizzes. Also, activities that would involve more young people.

It was agreed that it was important get a larger proportion of villagers to complete the survey to get a more comprehensive idea of what activities the villagers would like to see.

ACTION – CA

4 TREASURER'S UPDATE

CA informed the Committee that for personal reasons Alex Morgan was unable to carry on as Treasurer. CA had spent time balancing the books and had managed to recruit a new villager to take on the role of Treasurer Eileen Simms. Eileen was unable to attend this meeting but would be at the next meeting.

CA raised the question of one Hall user who was using additional heaters during her session and how we should charge for this. A discussion followed on how the meters were monitored and PD agreed to read the

meters on a regular basis and keep a record. On the basis of kWh used, in this instance, it was agreed to increase the hire charge by £2 per session during the months when additional heaters are used, i.e. inclusively for the 6 months of October to March. This would be indicated on the Hire Agreement. The heaters would need to be PAT tested. This raised the question, again, of kitchen appliances needing testing. MDN to follow up with usual and another electrician to provide alternative/comparative quotes.

ACTION – PD and MD

5 JOB DESCRIPTIONS/VACANCIES

CA thanked JD for her patience whilst work on the website was being carried out. CA agreed for JD's job description to be amended to indicate liaison with the Treasurer for financial transactions concerning the Hall. CA would set up a meeting with JD and the new Treasurer to discuss these procedures.

PD agreed for his job description to be amended to indicate his 'liaison with Initial' (providers of towels for the toilets) and his taking of regular meter readings. PD would contact Initial to ask them to repair towel holder in the ladies toilets.

ACTION MN, CA and PD

6 MEETING WITH TEAM EB

CA and MN had attended a meeting with Team EB and agreed a calendar of events for 2018.

7 EVENTS 2018

CA went through the list of suggested events for 2018. The Committee was liaising with Team EB to help with their fund raising and they would be helping with the Village Hall fundraising where appropriate. Suggested events were agreed and some included:

MARCH

Saturday 3 March – Whalebone. This was the first event in March after the Farmers Market and it was agreed that everyone would help with flyers and posters. JD would take charge of the tickets. It was agreed to meet again on **Wednesday 28 February** to finalise details for this. CA asked for donations for the raffle on the night; she had a couple of toiletry items, at least, and DD offered to contribute a bottle of wine from the Gardening Club.

Saturday 17 March – walk and coffee morning. MDN had agreed to lead this and MN showed the Committee details of a Government initiative 'Walking for Health'. She would investigate this to see if/how it could

feed into the new VH Walks initiative. JD would organise refreshments for the walkers.

ACTION MDN, MN AND JD

APRIL

Tuesday 10 April – Speaker. MN to contact a speaker.

ACTION MN

CA suggested that the Village Hall Committee should try to prepare, at least, two of the quizzes to support Team EB. JD knew of somebody who could help. CA to meet with Linda Carter to discuss.

ACTION – CA and JD

CA would approach Caroline Hanks to see if she would be willing to give a talk.

ACTION - CA

MN informed the meeting that she would organise an egg hunt for the April Market. She had engaged another villager to assist. It was suggested by JD that there could be an Easter Bonnet Parade too

ACTION – MN

Saturday 28 April - Annual Parish Meeting and coffee. CA explained that this was an opportunity for everyone in the village to showcase their community activities, and the Village Hall would have a table at this event. We would need to carefully consider how best to represent the Village Hall.

8 COMMUNITY FIRST AGM

CA and MN had attended the Community First AGM and met other Village Hall Committee members. One of the attendees was from Stretton Sugwas Hall. They had rebuilt their Hall and she shared with those present how this had been accomplished. It was agreed that some of the members of the Committee would visit the Hall in the near future and, hopefully, gain further insights into their success, potentially learning of trades people who may be of use to us?

One event suggestion gained from the AGM was a Fun Day to be held for the village. This would be a free event to try to encourage more villagers to use the Hall. Other halls at the AGM had done this and it had been a success. The date proposed for this event would be 20th May, and it would advertised as 'Village Family Fun Day', careful planning required after the Whalebone event.

9 FARMERS MARKET FORMAT

A new table layout had been used at the Christmas Market and it was agreed to try this again for the next market. It was also agreed to continue with fresh ground coffee.

10 AOB

There being no other business the meeting was closed.