

<b>Worton and Marston Village Hall</b>					
Meeting Type:		<b>Exec Cttee</b>			
Date:	13 <sup>th</sup> Dec 2016	Venue:	11 Gaisford Chase	Time:	7pm
Present: Veronica Franklin (Chair); Pauline Crisp (Treasurer) Jo Banks (Secretary); Jeff Stocks (Trustee);					
Apologies:					

### Agenda

Item	Details	Chair
1	Hire request	VF
2	Maintenance day	JS
3	Heating	VF
4	Fundraising	All
5	Spend a Penny update	VF
6	AOB	All

### Date for next meeting

tbc

### Management Committee Minutes

Ref:		Action:
1	<p><b>Hall hire request</b> VF had received a request from Emma Drewett to hire the hall on a Sat for ballet. Agreed to hire on condition early in the morning and there may be occasions when we need to use the hall for community events. VF to advise</p>	VF
2	<p><b>Maintenance day</b> Agreed to leave maintenance day as 14<sup>th</sup> Jan. List of work required to be prepared. All to bring soup. Update: maintenance day held with bulk of work including cutting back hedges outside &amp; internal cleaning &amp; painting.</p>	
3	<p><b>Heating</b> There have been a couple of occasions when the heating hasn't been on for hall users. Questioned process of using timer to control heating &amp; whether should revert to leaving heating on &amp; users to control via thermostat. Agreed to leave as is and monitor.</p>	
4	<p><b>Fundraising</b> 1) Paul Sperring gig - 4<sup>th</sup> March. Agreed to keep simple with bar/nibbles/raffle. Tickets £5 in advance, £7 on door. PC to make tickets, VF to apply for TEN. Will need to proactively sell tickets to people. 2) Jumble sale - 18<sup>th</sup> March, JB to undertake external advertising Talked about flyer door drops for 200 Club &amp; advertising jumble sale to distribute by end Jan n.b. - it was never agreed who would produce!</p>	PC/VF  JB
5	<p><b>Update on Spend a Penny</b> VF gave financial update of amount raised so far = c. £13K. Still</p>	

	<p>require around £6k to undertake work. Still to claim or receive Marston PC donation. VF still to apply for Bernard Sunley foundation grant. All agreed to put WPC annual grant towards project.</p> <p>There have been some changes regarding tenders previously received:</p> <ul style="list-style-type: none"> <li>• D&amp;M have pulled out due to difficulties obtaining contractors</li> <li>• Knot Joinery will have to increase quotation in Jan 17</li> <li>• Gaigers have agreed to hold price quoted.</li> </ul> <p>All agreed that Gaigers are our preferred contractor on recommendation &amp; previous experience.</p> <p>VF will write to Gaigers to advise and ask for estimate of timescales to undertake work.</p>	VF
6	<p><b>AOB</b></p> <p>Fire Safety Risk Assessment needs to be re-issued.</p>	JB

**Date for next meeting**

tbc