

Minutes of Meeting held on Monday 17th October 2016

Present

Committee: Karl Jenkins, Chair (KJ) – in part
Amy Hayward-Paine, Secretary (AHP)
Carolyn Frostwick, Treasurer (CF)
Bill Barrie, Bookings (BB)

Group Reps: Lyn Easton, Parish Council (LE)

Members of the public: David Tuffs
Jenny Sandars

1	Apologies for Absence Rebekah Budenberg	Action
2	Minutes of Previous Meeting Approved by LE and seconded by BB	
3	Actions from Previous Meeting <u>Fire Service inspection</u> AHP to look at costs for purchasing a fire extinguisher AHP to also print a copy of the report for reference and circulation <u>Defibrillator</u> Actions to be discussed as a separate point – see below	AHP
4	Treasurer's Report Despite some recent extra expenses – deep cleaning, new fence etc, the accounts currently show a surplus of £1,226.71. Pre-School are now up to date but we are still awaiting the precept payment from the Parish Council. Two anonymous donors contributed to the cost of the new fridge, which was £208.00. Mrs Alex Doe was appointed as Hall overseer from 21 September. She calls in regularly and checks for issues that are then reported back to the committee. The cleaning contractors seem to have settled into the role and hopefully the results are being seen. Finishing the deep clean is still required for the high areas needing ladders. CF will remind them.	
5	Events <u>Meet the Neighbours 15th November 2016</u> With regards to the Raffle, CF suggested that possibly the committee could donate money in order that items can be bought. Alternatively we could donate goods such	

	<p>as festive wine and chocolates. The deadline for all contributions is no later than the weekend before.</p> <p>A visual overview of our fundraising target and refurbishment plans need to be on show to bring our efforts to life, including details around the five-year plan. All guests to be given a flyer to take away with information.</p> <p>AHP to create posters and send copy to David Tufts for the email circulation list. She will also ensure its tweeted.</p> <p>AHP to ask each group that hires the Hall to send an A3 poster re information about their club or group.</p> <p><u>Christmas Tree lighting</u> KJ has approached the Sanderson's re a replacement tree. David Fairley will help plant a replacement tree. The lighting party could then take place on 3rd December</p>	<p>All</p> <p>KJ AHP</p> <p>AHP</p> <p>AHP</p> <p>KJ</p>
6	<p>Maintenance and Repairs</p> <p><u>Front Boundary</u> The new boundary fence has now been installed; the old fence will be used at The Hollow. The lose railings will be secured with re-pointing. The old posts would need to be dug out and the Ivy needs to be pulled off.</p> <p>Committee suggested that turfing the area might be a solution to the seeding issue. If we were to seed the area we would want to re-seed the neighbour's area.</p> <p><u>Flagpole</u> KJ has a quote to fix the flagpole. The Committee approved the quote.</p> <p><u>Internal window repairs</u> We are waiting for quotes for the windows; BB to chase the firms that have been out to the Hall.</p> <p><u>Lights</u> KJ to phone the Electrician to check lights in the cleaner's cupboard and replace the worn bulbs in the main hall</p> <p><u>Caretaker</u> Alex Doe is now the Hall's caretaker. AHP to pull together an overview of weekly tasks, including checking the Defibrillator each month.</p>	<p>KJ</p> <p>BB</p> <p>KJ</p> <p>AHP</p>
7	<p>Funding Streams / proposal of five year plan</p> <p>CF and KJ have created a personal letter requesting donations for building maintenance. Will be circulated to committee for approval. CF looking into gift aid facility to encourage donations. We are also investigating a Deed of Covenant that will be launched at Meet the Neighbours event. Committee to use the exhibition stand to illustrate the plans.</p> <p>We have an opportunity to show the website off at the event using the new Gigaclear connection, David Tufts to manage this.</p> <p>RB has kindly offered to look at funding one afternoon per week and CF would support. CF asked for the details of the Lottery Heritage Fund; Jenny Sandars to ask her husband for the contact details.</p>	<p>KJ</p> <p>CF</p> <p>DT</p> <p>RB/CF</p>

8	<p>Defibrillator</p> <p>There should be no issue with the VH having the Defibrillator funds in the bank. We need to have a management plan which would include checking the lights on the unit are working. This is something that can be carried out by the new caretaker.</p> <p>KJ read a letter from Dave Tyler and the Defibrillator committee supporting this.</p> <p>It was suggested that we could have a list of people who know how to use the Defibrillator inside the box. Dave Tyler to advise</p> <p>In five years time we will need to pay maintaining costs. CF to find out from Dave Tyler what all costs are likely to be.</p> <p>The committee agreed that it would be worth using some of the money to fund a first aid course.</p>	CF
9	<p>AOB</p> <p><u>Fridge</u> The Village Hall would like to thank the two anonymous donors who each gave £104 to buy a new fridge.</p> <p><u>Website</u> Go Daddy log in required. AHP to re-forward details to KJ who will pick this up.</p> <p><u>Gigaclear installation</u> The lined will be installed on 21st October.</p>	AHP/KJ
	<p>There being no further business the Meeting closed at 8:47pm</p> <p>The date of the next meeting is: 21st November 2016; December's meeting will take place on 19th December.</p>	