

## Minutes of Meeting held on Monday 17<sup>th</sup> July 2017

Present

Committee:

Carolyn Frostwick, Treasurer & interim Chair (CF)  
Amy Hayward-Paine, Secretary (AHP)  
Bill Barrie, Bookings (BB)  
Rebekah Budenberg (RB)

Group Reps:

Lyn Easton, Parish Council (LE)

1.	<p><b>Apologies for Absence</b> David Tuffs Alex Doe Karl Jenkins</p>	Action
2.	<p><b>Approval of Minutes of last meeting</b> Approved by RB and seconded by LE.</p>	
3.	<p><b>Matters Arising from last meeting</b> <u>Wooden door frame</u> DT to obtain three quotes.</p> <p><u>Doctors Surgery – Legionnaires test</u> CF is collating details to get the testing done.</p>	DT  CF
4.	<p><b>Treasurer’s Report</b> Tiddlywinks has recently paid cash of £216 for the spring term and £180 for the summer term. HDC have paid £200 for the use of the Hall for the two elections in May and June. The accounts for the period up to 15 July 2017 show a small surplus of £207.05.</p> <p><u>Restoration Fund Appeal</u> RB and CF are continuing work on the first draft of the HLF grant application form. CF and RB met with Karl Jenkins and Sheelagh Shaen-Carter (SSC) to explain what the requirements are with regard to plans and costings. They are confident that they should have the next draft of the plans ready for the Meet the Neighbours evening on 26 September 2017.</p> <p>It was suggested that SSC could attend the next meeting on 19<sup>th</sup> September for some planning input.</p>	
5.	<p><b>Maintenance / Repairs / Defibrillator</b> <u>Maintenance</u> RB flagged a number of issues:</p> <p>Kitchen outside door handle is broken. Playgroup has asked if the door is secure enough – there have also been two incidents of the door being open. It was suggested that two horizontal bolts are required – AHP to email DT and ask him to look at this. The two screws also need replacing.</p>	AHP / DT

	<p>Could we create a checklist for when users leave the building? i.e. turn off urn, bolt fire door, take dirty tea towels home. This should be on the back door and the kitchen. We do need a notice in the loo regarding nappies being left in the bin. AHP to draft and print out.</p> <p>Strip light – fourth row on the right is not working. BB to ask Alden's to look at this.</p> <p>Weeds and brambles – these need to be tackled. AHP to ask Colin to look at this.</p> <p>Excess charges for hirers – Urn has been left on and this costs money for us to run.</p> <p>AHP to create a sign for turning the Urn off. Also it should be added to the checklist.</p> <p><u>Caretaking</u> The Caretaker has handed in her notice; the committee has an old JD which needs to be revised. AHP to amend. It was agreed that better use of the cleaners needs to be made, for example adding soap in the loos and checking toilet rolls. Deep clean of kitchen also required.</p> <p>RB to ask Alex how many hours she was working per week.</p> <p>CF to re-write the job advert. This can then be emailed and posted out on Social Media.</p> <p><u>Chairs</u> BB has been looking into the cost of chairs. We need to be clear on the number we are looking to order – around 30.</p> <p><u>Defibrillator</u> The box does have some condensation, perhaps from a utilities bag which is drawing in moisture; a plastic box would be better.</p> <p>RB has recently checked the unit and the battery is fine.</p> <p>There needs to be a check in August – RB will do this.</p>	<p>AHP</p> <p>BB</p> <p>AHP</p> <p>AHP</p> <p>AHP</p> <p>AHP</p> <p>RB</p> <p>CF</p> <p>BB</p> <p>RB</p> <p>RB</p>
<b>8.</b>	<p><b>Events</b></p> <p><u>Meet the Neighbours</u> AHP has prepared the copy for the event on 26<sup>th</sup> September. All newcomers to the village to be given a letter alerting them to the Appeal. LE and AHP to meet to discuss the details of the event.</p> <p><u>Christmas Event</u> Around the 2<sup>nd</sup> December, 7-10pm. It was agreed that a raffle would help raise money, including a meal at the Nevill Arms. Raffle tickets could be available in the shop. Also pre-promotion will help.</p>	<p>LE/AHP</p> <p>All</p>
<b>9.</b>	<p><u>AOB</u> Scouts have asked for a notice board. It was suggested that the Scout's cupboard would be used. Alternatively there is space in the corridor.</p> <p><u>Parish Magazine</u> Add magazine as a regular item on the Agenda.</p>	<p>AHP</p>
<b>10.</b>	<p><b>Public Question Time</b> No members of the public attended.</p>	

	There being no further business the Meeting closed at 9:00pm. The date of the next meeting is 19 <sup>th</sup> September 2017.	
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