

**Minutes of Meeting
Held on
Monday 18th September 2017**

Present:

Committee:	Karl Jenkins (Chair) (KJ)	Linda Easton (LE)
	Carolyn Frostwick (Treasurer/Acting Secretary) (CF)	Rebekah Budenburg (RB)
	Bill Barrie (BB)	Amy Hayward-Paine (Secretary)

Members of the Public – Mrs A Griffiths, Mrs Barbour, Mrs Ann Price, Mr Tom Price, Mr David Tuffs

1 Apologies for Absence

No apologies were received

2 Minutes of Previous Meeting

The Minutes of the Meeting held on Monday 17th July had been circulated. It was agreed that subject to a minor amendment (the date of the next meeting should read 18th September not 19th) the Minutes were a true and correct record of the Meeting. Proposed RB Seconded LE. All Agreed

3 Matters Arising (not covered on the Agenda)

CF is still investigating the VH Committees' responsibility towards legionella testing and how to go about getting a test done if required.

DT had been unable to obtain further quotes for repairing the side door threshold so it was agreed to accept the fixed price quote of £540 supplied by Richard Parr. DT & BB are to liaise over the Hall availability during the two-week Pre-School half term.

The Committee would like to record their thank to Mark Paine who fixed the kitchen door handle. DT is to get quote for a proper fire door handle.

AHP has prepared a checklist for users leaving the building and this is now displayed.

One of the lights in the Hall is still not working – BB will ask if Alden Electrical will fix whilst undertaking other work in the building.

4 Treasurer's Report

CF Presented the Treasurer's report.

At the halfway point in the year we are showing a surplus of £2,821.36. Preschool has paid the rent for the Autumn and Spring terms. The Summer Term should be paid by the end of this term.

Action

Restoration Fund Appeal

Work continues on the HLF grant application form. We are aiming for submission by 13th November 2017, a decision should then be received by 31st March 2018. The latest draft of the plans as discussed tonight will be available for the Meet the Neighbours evening on 26 September 2017. It is the intention to submit the plans to HDC for planning permission as soon as possible. We won't have a planning decision before the HLF deadline but will be ready for the discussion process that follows. CLF is trying to speak to building contractors to get some estimates of the costs involved as required for the HLF application.

We can get credit for the time spent on activities in connection with the project. Please could everyone let CF have their time sheets by 15th October 2017 so full credit can be given.

5 Repairs and Maintenance

Caretaker Role

There has not been much interest in the caretaker role. It was decided to re-advertise using more prominent adverts – on brightly coloured paper and approach people personally at the Meet the Neighbours event on 26 September. The advert needs to be checked as there are a couple of errors in the wording.

In the meantime the Committee will take it in turns to put out and bring in the bins each week.

AHP

Christmas Tree

KJ has sourced a replacement tree and it is hoped that the old one will be removed and the new one planted within the month.

KJ

New Chairs

No progress has been made with regard to sourcing new chairs. CF will investigate further.

CF

Bench

KJ has been liaising with the donor of the bench and is to speak to Jonathon Daulby about fixing it to the ground.

KJ

Electrical Maintenance

BB has spoken to Alden Electrical and they have carried out a survey of the property. PAT testing has been done and all appliances are confirmed safe and the appropriate stickers applied.

With regard to the general EICR testing it was found that there are a number of issues with the distribution and fuse boards. Alden's have quoted £880,00 (+VAT) to fix everything to a standard that would meet the insurance requirements and make the building safe. As the initial survey has already cost several hundred pounds it was agreed to accept the quote as commissioning another survey would incur more cost. BB to liaise with Alden's and find a convenient time to have the work done.

BB

Radiators

RB reported that some of the radiators get too hot to touch while others don't work. In some cases it may be due to a faulty or wrongly set thermostat. CF is to arrange a gas boiler service and ask for the radiators and thermostats to be checked at the same time.

CF

Disabled Toilet

The flush mechanism doesn't work. CF is to ask the gas engineer/plumber if he could fix it.

CF

6 Defibrillator

RB is checking the defibrillator monthly to ensure the warning light is not showing and signing a notice to track the checks. KJ passed over the manual to RB so that she could double check nothing more was required.

7 Events

Meet the Neighbours

AHP and LE gave an update regarding the forthcoming Meet the Neighbours event. Newcomers to the village had been specifically invited, supported by email and social media promotion. Additional posters on bright paper had been put up around the village. Revised building renovation plans drawn up by Sheelagh Shaen-Carter were circulated amongst the committee and members of the public. These will be on display at the event using the display boards to allow guests to view them.

KJ has organised drinks, LE has bought nibbles. DT will have the village website on display to encourage more people to sign up. CF to organise a float for the evening.

All

Christmas

AHP to draft an advert to be placed in the November and December Parish Magazines. Additional raffle prizes need to be sourced – contact at Marks and Spencer will be asked.

AHP

Monday Tea's

Tom and Ann Price have suggested running a refreshment offer at the same time as Monday surgery with any funds raised being donated to the refurbishment fund. Tom has drafted a letter to be sent to the Doctor's, which was passed to the secretary.

AHP

Village Picnic

£100 was raised at the Village Picnic held last month. The Committee formally thanked Caroline Jack for hosting this event. A thank you card has also been sent to her.

8 Public Question Time

Tom and Ann Price asked if there was a First Aid Kit available; the committee confirmed that there is one in the kitchen

There being no further business the meeting closed at 9.17pm. The date of the next meeting is Monday 16th October.