

**Minutes of Meeting  
Held on  
Monday 20 November 2017**

Present:

Committee: Karl Jenkins, Chair (KJ)  
Carolyn Frostwick, Treasurer (CF)  
Bill Barrie, Bookings Clerk (BB)  
Amy Hayward-Paine, Secretary (AHP)  
Rebekah Budenberg, Pre-School rep (RB)

Members of the public: Tom and Ann Price

**1 Apologies for Absence**

David Tuffs

Action

**2 Minutes of Previous Meeting**

The Minutes of the Meeting held on Monday September 18th were circulated following the closed meeting in October. These were agreed as a full and accurate record of the meeting. Proposed: RB; Seconded: CF

**3. Matters arising**

Defibrillator

KJ has passed the handbook to RB.

Maintenance

The floor repairs under the door has been carried out.

DT reported that as there are heritage bolts on the kitchen door they need to kept in situ. He suggested that a surface latch should be installed on the inside of the doors with no key, which was agreed by the committee. DT to action.

DT

KJ wrote to the chair of Pre-school to outline the issue and concerns regarding access to the gas valve.

Electrical testing – a short re-test needs to be carried out – BB to manage and ask Aldens to check the power supply under the Christmas Tree.

BB

DT to be asked to add a page to the VH website for all certificates to be displayed.

DT

Grant Application

Quantity surveyors report was generated as per the requirements of the Funding application.

Constitution

This has to be signed by LE.

CF

Caretaker

AHP to re-approach the person who has shown an interest.

AHP

Red chairs

BB to take the excess chairs to the tip.

BB

#### 4. Treasurers Report

CF Presented the Treasurer's report.

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.

#### 5. Maintenance and Repairs

##### Gas meter

Following some significant reorganisation by Pre-School, the meter is now exposed and has been checked by the Gas surveyors. There continues to be a lack of space for Pre-School items.

Signage is required for the gas box – 'gas isolation point' – AHP to create signage

AHP

There are concerns about a mouse living in the porch; the committee to ask DT to provide a bait box for the cupboard

AHP

Whilst a caretaker / manager is not in place the committee will continue to take responsibility for managing putting out and bringing in the bins. This will be as follows: LE, December; AHP, January; KJ, February

All

##### Christmas Tree

This has now been installed; thank you to everyone that helped, including Tim and Tim, Nick and George Jenkins. Lights to be put on the tree next Saturday – DT to send an email for help.

DT

#### 7. Appeal

All documentations submitted on 10<sup>th</sup> with a hard copy sent to arrive by 13<sup>th</sup> November.

QS Report gave an estimate of around £880,000 or required works. The VH has to supply 5% of costs, which will be covered by fundraising income. We will hear in March as to whether the Development Grant is awarded. This is used towards second round funding whereupon further detail is given. The timetable would be for this application in Feb 2019, with the verdict by June 2019. Building in September 2019 to June 2020. Need to have a flood report to support the planning application.

Would having planning permission add weight to the work towards the round two phase – if this if granted? We can't afford any time delays so planning should be applied for in January 2018.

Scouts have been contacted and were given feedback on the design; they will be listed a user only going forward.

The committee would like to thank all those that provided letters of support for the renovations.

KJ has obtained quotes for the kitchen fitting and Derek Hunt re glass for

windows.

### **Teas**

Tom and Ann Price kindly gave a review of the Monday teas, whereby all monies raised will go towards the restoration fund. The feedback concluded that it needs time to establish. External signage is needed and someone to manage the rota. AHP to ask contact the potential VH Manager to see if they could manage it. Would continue to mirror the surgery times

AHP

More publicity around the initiative is required in the Spring – re-launch it.

### **6. Defibrillator**

This was checked by RB in November.

### **8. Events**

#### Christmas Tree lighting

For the raffle, CF could ask Waitrose for a donation as prizes to make up a hamper are going to be purchased from this store, in addition to the Joules items kindly donated by Tim Gidley-Wright.

CF

AHP and CF to liaise re total prizes and package up in advance of the event.

AHP/CF

KJ to buy alcohol on sale or return from Majestic.

KJ

If cold we could have a 'mulled' option.

LE to source basic nibbles.

LE

CF to sort float.

CF

VH team ready at hall from 6pm.

### **AOB**

The date of the next meeting is 15<sup>th</sup> January, 7.30pm.

AHP