

## Minutes of Meeting Held on Monday 17 November 2018

Present:

Committee: Karl Jenkins (Chair) (KJ)  
Carolyn Frostwick (Treasurer/Acting Secretary) (CF)  
Bill Barrie (BB)  
Stacey Brindle  
Brian Godfrey

Members of the Public - Mr David Tuffs, Mr Tom Price, Mrs Ann Price, Mrs Rebekah Budenberg,  
Meriel Godfrey

### 1 Apologies for Absence

Lyn Easton

Action

### 2 Minutes of Previous Meeting

The Minutes of the Meeting held on Monday 8 October 2018 had been circulated. It was agreed that the Minutes were a true and correct record of the Meeting. Proposed BB  
Seconded KJ

#### Matters arising from the Minutes

#### 3.1 DT advised that having checked he could confirm that Hall has a smart meter fitted by the current gas suppliers.

RB asked if it was the responsibility of Preschool to report a potential gas leak if they smell gas. It was confirmed that any one who smelt gas whether inside or outside a building had a civic responsibility to report it using the National Gas Emergency number - 0800 111 999

### 4

#### 4.1 Chairman's Report

KJ advised he would be sorting out the Christmas Tree lights later in the month.

#### 4.2 Treasurer's Report

CF reported that the accounts currently show a deficit of £550 on ordinary activities. The major repairs and redecorating that had been undertaken had cost £10,300 which had been funded from reserves. It was agreed that the repairs had been worth the money and effort as the Hall was now looking in a much better condition which should assist with bookings.

It was agreed that the VH should apply to the Parish Council for a grant to assist with the funding of the works as they are the Custodial Trustees.

Consideration needs to be given to planning a series of events to assist with the fundraising.

### 4.3 Restoration Fund

CF confirmed that all donors had received a letter explaining the change in focus of the restoration work to ensure that they are happy that their donations are to be used for a slightly different project. A reply had been received saying that one donor in particular was more than happy for their donation to be used as the Committee saw fit. No other comments had been made.

### 4.4 Caretaking

A full risk assessment has been undertaken by BG LE and KJ on 26 October. BG asked for volunteers to review it and offer feedback. CF offered to read through it.

BG/CF

#### Maintenance

- The change in cleaners seems to be working well.
- Having changed their meeting date and time the scouts are tidying up after their sessions with no issues raised by subsequent users.
- The scouts have assisted with tidying up their outside storage area.
- Tables and chairs have been cleaned recently.
- The display boards in the small Hall were found to be affected by damp and had gone mouldy in places. BG/MG have custody of the display material but a place for storage will be needed. KJ mentioned the attic space above the Doctor's surgery is a good, dry storage space. The boards are currently stored in the outbuildings at the back.
- The chemical store needs attention. Shelving is required. The old toilet needs to be removed and capped off and a proper cleaner's sink should be installed. From a food hygiene point of view, floor cloths and mops should not be rinsed in the kitchen sink. BG/MG/DT will investigate the costs of a racking shelf system and KJ will get a plumber to quote for the sink and toilet.
- The heat sensor in the kitchen has been replaced and an invoice is awaited.
- There is no carbon monoxide sensor in the girls toilet – where the gas fired water heater is. BG to source.
- The step ladder needs replacing – MG will price up.
- DT offered a second screen for the smaller Hall which the committee accepted with thanks.
- The pin board in the small hall needs replacing.
- We have had a quote of £475 to replace the broken double glazing unit. Replacing all of them would cost £3,800. It was agreed to replace the one dangerous one at present. Proposed KJ seconded BG. DT will organise
- CF to check when appliances were last PAT tested. The defibrillator and the new cooker will need to be included in the next round of testing.
- KJ will talk to UK Treework and liaise with the tree warden over taking down damaged and dangerous trees in the grounds.

MG/MG  
DT

BG

MG

DT

CF

KJ

### 4.5 Bookings

BB advised that the new arrangements with scouts seems to be working and bookings continue at a steady rate.

### 4.6 Defibrillator

MG confirmed the usual checks had been made.

## 5 Forthcoming Events

Arrangements are in place for Meet the Neighbours 21 November 2018.

A wine safari is planned for November from which it hoped funds may be donated to the Village Hall.

CF suggested a table top sale be organised in the New Year. A date will be set at the next meeting.

## **9 Any Other Business**

A Village Hall secretary is still required.

## **10 Public Question Time**

RB mentioned that all the radiators seem to get very hot. KJ suggested replacing all the thermostats. BB is to supply contact details of the gas engineer to service the boiler and the thermostats can be dealt with at the same time.

RB mentioned that Preschool would appreciate it if visitors to the Hall could avoid the times when they are using it. There had not been visits when the children were present and in winter when the evenings are dark, on occasion it may be necessary to have access to the Hall for essential maintenance.

RB also mentioned that when dealing with the gas leak the engineers had mentioned that they had had difficulty finding the Hall. The Hall is included in the postcode identification system, so it is assumed their list was out of date. A current postcode search brings up the Village Hall under LE16 8DT.

## **11 Date of Next Meeting**

Next Meeting Date 21 January 2019 at 7:45pm

**There being no further business the meeting closed at 9:36pm**