

# HERSTMONCEUX VILLAGE HALL

## Management Committee

### Minutes of meeting held on 8<sup>th</sup> September 2014

**1. Apologies:-** Joyce Burt, Chris Thompson

**2. Present:-** Jo Angear, Karen Hathaway, Karena Mayhew, Brian Naish, Ian Stewart, Mary McBurney (in the Chair), Gerald McBurney.

**3. Attending:-** Rhys Clatworthy.

**4. Supplementary Matter:-** Mr Bill Gower, chairman of the Parish Council had asked to address the committee. He wanted to tell us personally that the P. Council office would be moving, from the village hall, to the Information Centre. The move was for several reasons and should be completed by 31<sup>st</sup> December this year. It was still intended to continue holding the P. Council meetings at the village hall not least because there would be a public access element. There might be exceptions where smaller numbers could fit into the Information Centre facilities, i.e. community police meetings and 'Highways'. Ian S. raised query about payments. Mr Gower agreed continuance of charging for hall hire as usual. Mary McB. thanked Mr Gower for personally giving the news to the committee.

**5. Minutes of meeting held on 14<sup>th</sup> July 2014:-** These had been circulated. Agreed as true record, (and later signed by Karena M who had chaired that meeting).

**6. Matters Arising:-** Brian N asked about June Exworth's key competition. Ian S passed him telephone number of contact in Bexhill. **BN to enquire.**  
Repair to chairs – nothing further to report.

**7. Hon. Treasurer's Report.** August income was £2297.00. Expenditure £2242.82, giving surplus of £52.18. AirS membership £30 paid. . Question raised by Ian S. as to need for renewing membership of Village Hall Assistance Service subscription. There were two tiers of membership, costing £90 or £180. It was decided to let membership lapse. The culprit responsible for non-payment of hall hire had not responded to court decision and action. Ian S foresaw difficulties in pursuing the judgement but is carrying out on-line checks. The Scottish Power claim for £2000 arrears, mentioned at last meeting, was 'erroneous'. To question from the 'Chair' Ian S. said the hall had £15,973.12. in bank. At end of last year Reserves were £14,676.92.

**8. Caretakers Report:-**(a) *Bookings*, at £35,697, slightly down on previous figure given, mainly due to cancelled wedding. Current total for 2015 is £26,891 an 8% increase over the 2 months since last meeting. 8.3% increase over same time last year.

(b) *Electricity*, 4 weeks July, £172. August £135.

(c) *An occupant of North Lodge* has complained about the hedge at top of slope and asks for hedge to be same height as fencing. Ian s. recalled some dispute over land with original builders. **Agreed Rhys C. to ask usual contractor to deal with.** (Praise from some members for wild flowers on the bank).

(d) *Surgery parking*; hall car park being used by patients and possibly surgery staff. RC said this an 'on going' issue. Some concern too over possibility that customers for new pharmacy will park in roadway alongside pharmacy and block driveway to hall. Ian S had heard nothing further from surgery solicitor about required agreement for access. Query raised as to whether surgery could erect sign to their car park.

(e) Waste collection change going OK, two collections in August.

**9.Maintenance Schedule.** (a)*Floor.* Seaford Flooring had advised RC that just cleaning and stripping would not work. RC recalled that last time work done there had been a chemical reaction between old coat and new coat. **Secretary asked to follow up** similar work by local contractor at Reid Hall. **MJM to enquire with Bodle Street hall.** MJM asked RC if present state of floor dangerous or whether there had been complaints? RC confirmed not. Karen H wondered about grant from County Council? Karena M thought best time for any work on floor would be August which would delay any work to next year at least.

(b)*Drainage,* Boxall Ward Ltd. Quote for installation of Klargester tank is £22,970. 00 plus VAT and rubble removal would total around £30,000.00. **JoA to ask her contact for suggestions** for further estimates. Hailsham Roadway might be interested. Currently there is a cleaning and inspection contract twice a year. This around £180. **Secretary to contact** Wealden Council, also Southern Water, to see if they can suggest possible sources for estimates. Whilst this work would be urgent if both pumps fail, currently we do not have the resources to order. MJM has enquired of Viola Trust who could accept an application but would require 3 estimates and 20% contribution from the hall.

(c) *Curtain Cords.* At KH's request **BN agreed to attend to by October.** BN thought concrete slab on grass side a potential danger. RC offered to speak to pharmacy builders to remove same.

(d) Karen H said she and Rob hope to paint small kitchen and hall this weekend

**10.Booking Policy.** JoA thought this very grey area. Chair wanted policy to have clear guidelines. RC gave example of how prior consultation with regular users and potential bookers could work, (Short mat club and wedding preparations). MJM wanted to be sure that organisations could book throughout year without likelihood of cancellation without that organisations agreement. It was agreed that regular bookings could be made for a year ahead to ensure organisations can plan their programmes for the coming year. However, if a request is received for a booking that would clash with an agreed date then the second organisation would need to ask the original booker if they are willing to give up that date (organisations that know they will need block booking of the hall for major events e.g. theatrical productions will be encouraged to make the booking and liaison with other users as soon as possible to ensure both organisations can make appropriate plans). When changes to bookings have to be made then organisations receiving the notification whether by email or letter will be asked to confirm they have received the information.

**11. Risk Assessment.** MJM suggested need for fresh assessment. KM recalled doing first one but currently cannot download but would help in a new assessment. **Agreed MJM and KM to do.**

**12. AOB.** (a) *Flower Trough.* The plants have flowered throughout the summer making a bright welcome to the village hall. BN considered this a hall responsibility. School reported to be keen to continue. **It was agreed that bulbs and** winter flowering plants can be purchased. MJM to liaise with school. KM recalled that when the Gardeners' Club had taken responsibility for the planting there had been a sponsor, if a sponsor can be found that will be welcome.

(b) *Stage exits.* BN raised uncertainty about door at rear of stage being fire door or fire exit and occasional blockage of same. **Agreed sign needed on small hall side** saying 'Do not Block'. RC to see what available. This to be looked into on the planned risk assessment.

c) *black marks on wall in Lounge* **BN** offered to clean – if unsuccessful the wall will need repainting.

**13 Dates of future meetings:** Monday 13<sup>th</sup> October,  
Monday 10<sup>th</sup> November  
Monday 8<sup>th</sup> December

all meetings will start at 7.30 p.m. in the village hall