

HERSTMONCEUX VILLAGE HALL

Management Committee

Minutes of meeting held on 13th October 2014

1. Present:- Jo Angear ; Karen Hathaway ; Mary McBurney (in the Chair); Gerald McBurney ; Ian Stewart

2. Attending:- Rhys Clatworthy

3. Apologies:- Karena Mayhew ; Chris Thompson ; Brian Naish ;

4. Matters Arising, (not on Agenda). **Hall floor** : Given likelihood of more urgent expenses, (eg window replacements), decided not to do anything further until next year.

Drainage System : Mary M read out email from Robert Shepherd. He supporting notion that a 'small' Karlgester could act as filter before solids reach the pump chamber but suggested a cheaper format might be a made up with an arrangement of large concrete ring manhole with 'dip pipes' in and out. Either system would require regular pumping out. Robert thought that the existing pumps ought to be able to cope with normal effluent and sanitary towels and was unsure what could have caused the past failures. He thought the problem should be discussed with the pumps manufacturer's rep or a Karlgester rep as there may be a 'ready made solution which could be fitted to the pumps or chamber, or perhaps a pump upgrade'. Jo A had been informed similarly. It was thought that 'wipes' were more likely the problem for the pumps. Karen H wondered if more regular inspections might help. Mary M thought that it had previously been agreed camera inspections would take place twice a year. Rhys C and Ian unsure about this so Rhys will check his records about inspections and also try to find out who manufacturers were. Secretary mentioned that Wealden Council and Southern Water had been contacted for possible contractors. Neither particularly helpful in terms of recommendations but Hailsham Roadways had been contacted and would be in touch with the caretaker direct. Mary M reminded everyone that Viola Trust would required 3 estimates before considering a grant.

Cords on curtains. Karen H demonstrated that these had not been properly made child proof. She thought a hook high on wall would enable cords to be hung out of danger. Karen thought her husband might do this.

Memorial Trough. Mary M has arranged for school to put winter flowers in trough but there were currently problems over finalising actual date. It was agreed that up to £50 could be spent on renewing plants

5.Hon. Treasurer's Report:- (a)Donation of £2,000 received from Parish Council. This intended as contribution to improving drainage situation. Secretary to write thank you letter. (b) Ansley Phillips has agreed to act as auditor. (c) Charity Commission Return underway. (c) financial figures to 'be available later'. (GKM notes Ian S's report received 21.10.14 :-Income including grant from PC was £3403.50. Expenditure £3122.88p. This technically a shortfall on month of £1719.38p when grant excluded but reflects holiday period.(d)Although letter had been received from the surgery's solicitor indicating that the access plans had been approved by the parish council there was uncertainty about the proposed one way system, yellow lines etc. Also unknown who maintains project. Ian S continuing to enquire for more detail. Letter in process to parish council clerk.

5. Caretaker's Report. (a) Booking to end Sept. was at £35,749. This 0.15% increase on previous report but £530 behind last years figures. 2015 bookings at £29,346, a 1.1% increase over last month (b) Electricity for month, £165. New heating only switched on last week so no overall conclusions possible but came on OK. (c) Water heater for kitchen beyond repair, it is 14 years old.

A new heater has been purchased and awaits plumbing in. Approx total costs £400.

Up-lighting in in small hall out of action because of computer hitch. Not generally known that this lighting computerised. Electrician reviewing. Dimmer switch not feasible. (d) Rhys C has expressed dissatisfaction to cleaning firm over staff member and alternative cleaner has now been provided by cleaning company.

6. Maintenance Schedule. (a) Windows. M McB wondered if the 'blown' windows affected the efficacy of their normal insulating properties? It was generally thought 'yes'. Rhys to seek estimates for replacement windows (b) Ian S to speak with Brendan about warped door problems.

7.Risk Assessment. If Karena M not available then Jo A will help out.

8. A.O.B.(a) Ian has several boxes at his home needing storage. Discussed. Agreed await PC's departure from village hall before deciding.

Date of next meeting :- **10th November 2014**