

**MINUTES OF THE HERSTMONCEUX VILLAGE HALL MANAGEMENT  
COMMITTEE HELD ON MONDAY 13TH JUNE 2016**

**PRESENT**

Chris Thompson (Chairman) Sheila Charlton (Secretary) Ian Stewart (Treasurer) Joyce Burt Jo Angear Bryan Naish and Karena Mayhew Karen Hathaway Rhys Clatworthy

The Chairman welcomed Cllr Malcolm Bradford to the committee as the Herstmonceux Parish Council representative.

**APOLOGIES** – None

**MINUTES OF THE MEETING HELD 9TH MAY 2016**

The minutes having been circulated were signed as a true record of that meeting

**MATTERS ARISING**

The fridge/freezer has been delivered to the Village Hall and the Luncheon Club have been informed.

**Cooker** – Rhys has been able to source new filters

**Grant** – The windows were replaced on 24<sup>th</sup> May and we await an invoice.

**Heaters** - Rhys is working on ascertaining the serial numbers

**Risk Assessment** - Karina presented the completed forms for Sheila to check and pass on to Chris for his signature.

**Stage Safety Curtain** – It was left to Rhys and Chris to come to the next meeting with some quotes

Karen has kindly agreed to decorate the small hall and small kitchen, with grateful thanks from the committee.

**White Parking Lanes in the Car Park**

Chris and Ian would endeavour to carry out this work some time in August, obtaining

the special machine for this work from Karina.

### **Advertising Board**

Sheila had visited Dragon Signs and presented to the committee artwork for the sign, which was agreed with the words "Ideal for" deleted and replaced with "Wedding Receptions" at a cost of £185.00 fitted. Sheila was asked to place an order with Dragon Signs.

**Weeds** – these have now been removed

### **Planter -**

Sheila had been in touch with the Primary School and on 23<sup>rd</sup> June Elizabeth Eastaugh and children would be going to Lime Cross Nursery to choose the plants and another set of children would go to the Village Hall and plant them. Unfortunately Hopkins the Estate Agents would not be sponsoring the plants this year and Ian had agreed for the Village Hall to stand the cost. However it does give the committee 6 months to obtain a sponsor for the autumn plants. Karina suggested contact could be made to Collins/Honda

## **TREASURER'S REPORT**

1. Income - £3785.48 and Expenditure - £2010.13 Bank Balance £1912535 (an increase of £1775.13 on the month) Major expenditure for May was the new fridge/freezer of £289.00
2. Donations – none apart from the monthly Bingo donation
3. Banking - Ian has had a telephone call from HSBC and therefore needs to find time to go into the bank (probably Eastbourne) to discuss more about Internet Banking and a Card Reader

## **CARETAKER'S REPORT**

### **Bookings**

2016 – The value of bookings at the end of May 2016 was £3337447 (£36841) This is an increase of £837.00 since the last meeting

2017 – The value of bookings stands at £16784, this time last year I had got all the regular users booked in. Reason being because I am spending too much time on getting the accounts up to date, which is not straight forward. The new Sage is totally

different from the old and is a new learning crub.

**Electricity** – usage over the last 4-week period was £239.42 (£431.09)

### **Maintenance**

Pumps – no problem

Heaters – in hand. I have to retrieve the serial numbers for checking whether or not they are still under guarantee, time is a factor any volunteers? Should they not be under guarantee (\*Have not had time to retrieve the serial numbers)

### **Actions**

Windows have been installed

Fridge/freezer is in place

Urn in small kitchen is leaking. I was originally told by Nesbit that parts are no longer available. This could not believe so I have spoken to Buffalo and complained of this and they have sent me maintenance and parts information and will investigate and deal with them direct.

**Waste disposal** – normal collections

### **ACCESS ROAD/LEASE**

Sheila had received an email from the Herstmonceux Parish Clerk which she read to the committee -

“An update on proceedings for your information

Ref: Variation of the lease between Herstmonceux Parish Council and Herstmonceux Peace Memorial Hall

Herstmonceux Parish Council passed a resolution at their meeting on 16.5.16 to terminate the request for Wellers Hedleys to act for them on this occasion should no further progress have been made at the Clerk's next contact to the firm.

The decision was taken in the light of the amount of time taken with no particular progress and the Parish Council wanting this piece of work to come to a close as a matter of priority. No further action had been taken to progress the variation at next contract. Subsequently Wellers Hedleys has been contacted in writing to confirm termination of their assistance in this matter and a new legal team, Kent County Council Team, have

been approached”

Sheila was asked to contact the Parish Clerk thanking her for updating the committee regarding this situation. It was agreed that the committee would review this matter every month.

### **CHARITABLE INCORPORATED ORGANISATION**

Sheila had circulated this document to committee members and Chris has suggested that this matter be brought to the next committee meeting for a resolution to be passed for this document to go to the Charity Commission to obtain CIO status. Ian mentioned that he would like all members of the committee to become trustees. However this would be discussed at the next committee meeting. A list of debtors and creditors needs to be formulated so that a letter can be sent informing them of our new status once the Charity Commissioners had agreed our application.

### **MAINTENANCE TO THE VILLAGE HALL**

Jo was not able to ascertain any quotes for the rotting outside windows but will be able to do so for the next committee meeting.

Ian mentioned that time should be spent at the next meeting in filling in the application form for funds from the Parish Council for items we would like to be financed by them. Ian gave Sheila the application form

### **ANY OTHER BUSINESS**

Jo had made enquiries and reported on the possibility of the village hall benefitting from the Bluebell Walk at Arlington. However this was not feasible as there is a long queue of waiting applicants.

It was brought to the attention of the committee that Ian would be away at the time of the Quiz on Friday 7<sup>th</sup> October and the Jumble Sale on 15<sup>th</sup> October. Joyce had been able to source outlets for left over jumble viz toys to the Eastbourne Hospice and clothes to a local organisation. Therefore it was left to Rhys to come to the next meeting with alternative dates.

### **DATE OF NEXT MEETING**

The date of the next committee meeting will be held on Monday 11<sup>th</sup> July 2016 starting at **6.45 pm sharp!**