

**MINUTES OF THE HERSTMONCEUX VILLAGE HALL MANAGEMENT
COMMITTEE HELD ON MONDAY 11TH JULY 2016**

PRESENT

Chris Thompson (Chairman) Ian Stewart (Treasurer) Bryan Naish Karena Mayhew
Rhys Clatworthy and Cllr. Malcolm Bradford

APOLOGIES – Jo Angear Joyce Burt Sheila Charlton and Karen Heathaway

MINUTES OF THE MEETING HELD 13th JUNE 2016

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

MATTERS ARISING

Cooker – Rhys has been able to source new filters

Heaters - Rhys is working on ascertaining the serial numbers

Risk Assessment – The completed forms have been passed to Chris for his signature.

Stage Safety Curtain – Quotes have been received from:

- Creative Curtains of Hailsham. Made of velvet fabric, flame retardant and price to include weights, fitting and any minor alterations needed after fitting. Price £1927.
- Stage Services of Chichester. Made from Velour (option 2 preferred) to include drapes and fittings. Price £1092 + £585 = Total £1677.

It was decided to go with the quotation from Creative Curtains in colour raspberry.

Curtains not to be fitted until after the Hall floor has been sanded and treated at the beginning of August.

White Parking Lanes in the Car Park

Chris and Ian will try to arrange a time to carry out this work some time in August or September.

Advertising Board

The board has been ordered from Dragon Signs with the changes made to the words "ideal for" deleted and replaced with "Wedding Receptions" at a cost of £185.00 fitted.

TREASURER'S REPORT

1. Income - £2363.80 and Expenditure - £3542.80 Bank Balance £17946
2. Expenditure quarterly rental to Parish Council £412.50 and telephone account £397.63
3. Donations – none apart from the monthly Bingo donation
4. Banking - Ian will investigate further Internet Banking and a Card Reader. The Buildings insurance is now due. Ian has agreed a price for 3 year. Contents insured to increase from £16,000 currently to £30,000. Insurance Brokers Norris & Fisher to carry out a reassessment of the valuation of building. This is an internet survey and will cost £168 including VAT

Ian will once again chase Andrew Phillips for the audited accounts.

Website – the Parish Council are re doing their website and our Village Hall sub page will disappear. Our webmaster will be contacted and asked to speak to Rhys regarding creating a new link rather than a sub page. The Avalon booking maybe linked via cloud. (this is work in progress)

CARETAKER'S REPORT

Bookings

2016 – The value of bookings at the end of June 2016 was £37,7607 (£37,447) This is an increase of £313.00 since the last meeting

2017 – All regular users have been booked for 2017 and the value of bookings stands at £33,794. This figure includes private bookings, which is £6,510 up on the same time last year.

Electricity – usage over the last 4-week period was £200.03 (£239.42)

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

Exterior painting has been completed

There is no rot in the sill under the main hall window, although water has been penetrating. The reason was that the windows had not been sealed correctly. This applies throughout the building and I asked the painter to resolve the problem throughout the building including the high level. This has been done.

Urn in small kitchen is leaking. I was originally told by Nesbit that parts are no longer available. This I 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

Email Quote had been received from Stage Services for new drapes for the stage and was forwarded on to Chris and Sheila

ACCESS ROAD/LEASE

An update on proceedings

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

Herstmonceux Parish Council has now employed Kent County Council to carry out their legal work. The deed is now with them and they will be contacting Doctor Simmons. As this is now underway we hope that it will be completed within the next 4-6 weeks.

The committee will review this matter at the September meeting.

CHARITABLE INCORPORATED ORGANISATION

The document having been circulated was agreed by the committee to apply to the Charity Commission to obtain CIO status. Ian explained that no further work can be done until the timetable of formalities has been done. This can be discussed at the next committee meeting.

MAINTENANCE TO THE VILLAGE HALL

Ian and Malcolm said the application form for funds from the Parish Council for items we would like to be financed by them now needs to be completed.

Items to be requested:

- Stage Safety curtains and drapes – quotes already received.
- New dishwasher in main hall kitchen, this needs to be upgraded to an industrial machine. Quotes to be obtained from South Coast Catering.
- Bricking up of door in Power Room – quote already received £832.

ANY OTHER BUSINESS

Fund Raising Quiz Evening on 18th November starting at 7.30 sharp. Ian and Bryan to devise the quiz questions. Teams of 4. Refreshments – Ploughman's Supper and a mince pie.

DATE OF NEXT MEETING

The date of the next committee meeting will be held on Monday 12th September 2016 starting at **6.45 pm sharp!**