

**MINUTES OF THE HERSTMONCEUX VILLAGE HALL MANAGEMENT  
COMMITTEE HELD ON MONDAY 8TH FEBRUARY 2016**

**PRESENT**

Chris Thomson Sheila Charlton (Secretary) Ian Stewart (Treasurer) Karen Hathaway Bryan Naish  
Joyce Burt Karena Mayhew and Rhys Clatworthy (Caretaker)

**APOLOGIES**

Jo Angear

As a Chairman had not been elected at the Annual General Meeting held prior to this meeting,  
it was unanimously agreed that Chris Thompson be our acting Chairman

**MINUTES OF THE MEETING HELD 11TH JANUARY 2016**

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

**MATTERS ARISING**

Because the lateness of the hour it was decided to discuss the following matters and to pick up  
all other outstanding matters at the next committee meeting

The Secretary was asked to send a letter to Gerald and Mary expressing our appreciation of  
their time on the committee as Secretary and Chairman respectively.

**ACCESS ROAD**

The Secretary was asked to write to the Herstmonceux Parish Council with regard to the access  
road being removed from the lease as eight months had passed and no up to date information  
had been received.

**WEBSITE**

It was learned that the Parish Council will be updating their website and this would also include  
a better link from the Village Hall to the Parish Council's website. It is to be noted that Rhys  
will soon need a new computer. This to be discussed further at the next committee meeting.

**PROJECTOR**

It was brought to the attention of the committee by Rhys that it would be a bonus for the Village Hall to obtain a projector, then possible corporate bookers would have this facility available to them.

### **HERSTMONCEUX BONFIRE SOCIETY BELL**

Mr Harris representing the old Herstmonceux Bonfire Society has requested for the brass bell which was presented to the Bonfire Society 40 years ago by the then Spastics Society (Sussex Group) in appreciation of their fundraising be kept in the display cupboard at the Village Hall. (It had been kept at the Woolpack pub but was removed when the landlord changed.) It is felt that it would be appropriate to have it displayed in the Village Hall.

It was unanimously agreed that the brass bell be displayed in the cupboard in the Lounge and the Secretary was asked to contact Mr. Harris to this effect.

### **LUNCH CLUB**

The Lunch Club has brought to the attention of the committee that they recently had an inspection from the Environment Health Food Safety Officer, The Hygiene rating score was 4 (5 is the maximum) There were four areas of the kitchen that were highlighted in their report and need attention viz:

- \* seal on fridge door needs replacing as it is split
- \* the wall behind and to the side of the dishwasher needs urgent attention
- \* all cleaning products need to be in containers that clearly identify what they contain
- \* the extractor filters need cleaning

Although the items above need attention it would be wise to see to them as there will be a follow up inspection but no date was given

The Lunch Club has reported (8th February) that two glass jugs had to be thrown away as they had dangerous chips and the dishwasher was difficult to use as the rotor arm keeps coming off. Also a request for another tray for the dishwasher as one was thrown away after the clean up session in the autumn. Angela Webster of the Lunch Club is willing for the club to pay for the replacement seal and the extra tray for the dishwasher.

It was left to Rhys to report back at the next meeting with quotes for the necessary actions to be carried out. Mention was made that a replacement dishwasher would be needed in the near future.

## **EXTEND**

The committee has received a request from Extend for some storage space for their equipment. It was agreed for Rhys to find them some room but that they would have to supply their own cupboard. The charge for such a facility would be discussed at the next committee meeting.

## **MAINTENANCE OF THE VILLAGE HALL**

It was agreed that a schedule of works should be put together and in the first instances Paul Hodge (painter & decorator) be asked to quote for the outside of the building and Cecil Thompson be asked to quote for the door in the back hall to be bricked up.

## **DATE OF NEXT MEETING**

The date of the next meeting will be Monday 14th March 2016 starting at 7.30 pm