

MINUTES OF THE VILLAGE HALL COMMITTEE MEETING HELD ON MONDAY 9TH APRIL 2018

PRESENT

Chris Thompson (Chair) Ian Stewart (Treasurer) Sheila Charlton (Secretary) Jo Angear Joyce Burt
Karena Mayhew Bryan Naish

In attendance Claire Bray and Louisa Patient from HATS for Race Night discussions.

APOLOGIES Karena Mayhew Nick Porter Ruth Dicken Rhys Clatworthy

MINUTES OF THE MEETING HELD on 12TH MARCH 2018

The Minutes having been circulated were signed as a true record of the meeting with no amendments.

MATTERS ARISING - None

Race Night - 28th April

Claire Bray went through the menu for this event and the costings per head would be £3.00/£3.50 (Ham 3 cheeses quiches coleslaw grapes & apples plus dessert) working on an attendance of 100 people. Ticket selling was slow and everyone would make a concerted effort to sell more tickets details of which should be advised to the Treasurer. To date 49 tickets had been sold. Helpers to arrive at 5.00 pm. Raffle prizes needed (8) - noted It was suggested that each race could be sponsored - 4 possibilities.

TREASURER'S REPORT

March income was £3,165.00.

March expenditure was £2,493.97

The accounts for 2017 are with the auditor for the production of the certificate required by the Charity Commission. The Treasurer has completed online all the other Charity Commission requirements other than the certificate and filing of accounts as above and the Trustees Report as these can only be done when the certificate arrives.

Overall, our income is down but this relates to the fact that at the end of 2016 there was a lot of income that was banked late due to holidays. Our expenditure for the period is slightly over £1600.00 down on last year. This is part explained by the way that the electricity supplier mucks around. One recalls that at the last meeting we were vastly in credit they reduced our monthly payment to £1.00 from £685 per month. Their computer seems unable to cope with the fact that we pay an average amount for the whole year so some periods we are in credit and some in debit. The Treasurer has tried to alter the monthly payment back to £685 on line but was not allowed to do so as the Treasurer had already done it once! No doubt when the next bill comes in for the very cold period we have just been through we will get another variation!

The kitchen shutter maintenance has been ordered for 2019. We have received our non-domestic rates bill and our monthly payment has gone up by £3.00 per month.

The Treasurer has bought the notice boards for the small hall at a cost of £364.80 and it was agreed that the Playgroup had agreed to refund one half of the cost so will ask them for £182.40 shortly. The Treasurer is fitting them himself so there is no fitting cost.

The planter has been repaired (suggestion posts and link chain) and the wall in the cupboard in the main hall repaired. We await these bills.

DPS - waiting confirmation for Treasurer to be licensee and deputy being the caretaker.

CARETAKER'S REPORT

Bookings

2018 The value of bookings at the end of March 2018 was £39069 (£38,227) an increase on the month of £842.00. This now means we are £3350, an increase of 9.36% up on last year's figures

2019 Value of bookings at the end of January was £29139.00. This is a provisional figure because all the regular time slots have been entered into the diary and inevitably, there will be dates not required for bank holidays etc.

Electricity Usage over the last 4 -week period was £689.43.

Maintenance

Painting has been arranged

- Corridors and small hall have been completed
- Main hall 2nd to 13th April 9.00 am to 6.00 pm evenings will be available

Action

LED light has been fitted to illuminate the curb to path at the bottom of the drive.

Waste Disposal - Normal collection

A discussion ensued on the responsibilities of the caretaker. It was left to Chairman and Treasurer to discuss this matter further on the caretaker's return from holiday

FUTURE FEES Ian and Rhys to discuss this and come back at the next meeting with figures.

FIRE RISK ASSESSMENT REPORT

Ian having looked through this document felt that the recommendations contained in the report had or will be rectified viz

- The cooking extraction filters appear to be dirty and need to be deep cleaned along with the extraction ducting.
- The door to the main kitchen is a fire door but has been fitted with an air transfer grille. This needs to be replaced for an intumescent type
- Additional detectors is required within the right side rear storeroom off the small hall. The detector in the left hand room also needs to be moved into the centre of the room
- Accumulation of readily flammable materials within the mains electrical cupboard which needs to be cleared. The area should be kept as sterile as possible at all times
- Flammable materials adjacent to the switchgear within the lighting room needs to be cleared.

Safe separation must be maintained at all times. The cover to the switch gear should also be ensured to be kept shut at all times.

DATA PROTECTION ACT

It was agreed that this matter be discussed further at the next meeting

CHARITABLE INCORPORATED ORGANISATION

On going

11TH NOVEMBER 2018 – 100 YEARS

Sunday 11th November 2018 100 year commemoration for the end of the First World War.

The Treasurer and Secretary had attended another meeting on 5th April at which the Secretary had taken notes. It was agreed that her notes be circulated to the committee- noted

FUND RAISING

Friday 26th October The quiz will have to be cancelled due to it clashing with Cowbeech's Bonfire do. Secretary to cancel date Rhys and to find an alternative date and report back at the next meeting.

MAINTENANCE TO THE VILLAGE HALL

Nothing to report.

ANY OTHER BUSINESS - None

DATE OF NEXT MEETING

The next meeting will be on Monday 14th May 2018 at 6.00 pm