

**Minutes of Village Hall Committee Meeting 12th September
2018
At Village Hall starting 7:45pm**

Present : Chairman Paul Greenway (PGr), Secreatry and PCC Rep Barbara Davis (BD), Treasurer Chris Thompson (CT), Letting Sec Peter Gantlett (PG), WI Rep Jill Maris

Apologies – Jenny Lake

The minutes of the committee meeting held on 27th June 2018 were approved

Matters arising not elsewhere on the agenda:

Foam fire extinguisher – it was agreed that this be removed as it is not recommended unless users have received correct training and the remaining fire extinguishers are adequate to fulfil insurance conditions.

Kitchen.

Thanks to PG for getting water heater fitted by Barry Carter. **ACTION: Peter with Anita to make good the plaster work and re paint plus ceiling**

Extractor fan has been replaced but still needs adjustment

Water mark on ceiling. Leak now stopped and ceiling will e repainted at same time as the work from the water heating installation is made good.

Certificate of Electrical Safety has been received.

Stainless steel trolley ; there is now some uncertainty as to whether this is required. ACTION : JM to consult with WI to get their opinion before the Big Breakfast in November.

Lettings report : there seem to be more bookings from parties and income has increased. Sadly, the Extend fitness group will no longer meet due to insufficient attendees.

Cleaning after parties still not always done to satisfaction but cleaner now back from holiday so problem should be resolved.

Updating Village website :

Minutes of 27th June will be sent to Rosemary Greenway for updating the website **ACTION : BD**

Treasurers report : Cash £159.57 Bank : £5165.58 (although money still owing from loans for installing solar panels, water heater and some kitchen work)

Bank signatories - Chris has sent paperwork to PG and BD as Barclays would only allow 2 further signatories. **ACTION : PG and BD**

Independent examiner - **ACTION :CT in contact with recommended accountant from ENGAGE company**

Smart meter - at present not being installed into community buildings.

Uncashed cheques. Two cheques from the WI totalling £369 have not been found and have not been presented to the WI accounts. **ACTION : JM to speak with WI to apologise and ask if they could stop the cheques and o contact then resend to CT.**

Solar Panel Feed in Tariff - approx £1000 returned this year. **ACTION : PG and CT to research best deal with relation to the electricity supply to the Village Hall**

Space outside rear of building

Container for storage: purchased by Parish Council. Hard standing completed and shed 16 by 10 to be erected shortly

Upkeep

Fire service inspection - BD to check with PCC that they would appreciate the fire extinguishers in the church being inspected at the same time as the Village Hall **ACTION : BD to contact PCC and get back to PG**

Working party for :

Loft insulation

Clearing out committee room

Oiling floor

ACTION : BD to put article into October Newsletter requesting names of those willing to volunteer.

Grass car Park - on going.

Entrance Hall and main hall floor - Swindon floors will be coming to deal with both. The entrance hall floor has risen due to damp and the main hall floor will need to be oiled - buffer machine available which will make the job easier. Still some floor boards to be made level and they will probably be more obvious when the underfloor heating is being used.

External lighting ; **ACTION :PG to investigate a solar light.**

Water softener; deferred until more information available **ACTION :PG**

Committee Room / WI cupboard.

Work to start on the committee room (maybe rename) once it has been cleared out into shed by working party. A suggestion of a BYO social evening when people could make suggestions as to the use of the committee room . Details deferred to next meeting.

The committee agreed to purchase 60/70 white cups and saucers to match those already held by the WI so that all the WI cups and saucers could then come into the kitchen. Further white crockery might be purchased at a later date. The WI are investigating purchasing mobile lockable units for the remainder of their items so that the tall blue cupboard would no longer be needed. Similarly re-organising the

cleaning items cupboard could take place once the storage shed is sorted out. **ACTION : JM to report back to WI**

Any other business

Correspondence from John Lewis regarding taking out cookers insurance . Committee decided not to take out the additional insurance on the cookers

Key to letter box - CT has spoken to David Wiltshire and the key should be forthcoming in the near future. It was decided that it could be placed in the right hand electrical cupboard.

Additional Committee member : it was agreed that PG should ask Barry Carter if he would like to join the committee **ACTION :PG**

101 Club -

August : 1st Kay Woodward, 2nd Sandy Angus 3rd Rosemary Wiltshire

September : 1st Paul Greenway, 2nd David Duneven, 3rd Tony Billington

Quiz night : Saturday October 27th. Mike Morison agreed to be Quiz Master. CT to be scorer. Teams of up to 6 people. Agreed to charge £5 per person. BD, JM to sort out food. Light supper to be provided - cheese/biscuits etc. Details to go into Newsletter 7;30pm start.

Date of next meeting Wednesday 7th NOVEMBER at 7:45pm in the Village Hall

Signed.....Date..... ..

