

Minutes of Village Hall Management Committee Meeting

7th November 2018

At Village Hall following on from AGM

Present : Paul Greenway Chairman, Peter Gantlett Letting Secretary and Chair Parish Council , Jenny Lake Parish Council Rep, Chris Thompson Treasurer, Jill Maris WI Rep, Barbara Davis PCC rep and Secretary , plus 1 member of the public

Apologies –none

The chairman welcomed Barry Carter who has agreed to join the committee as an elected member

The minutes of the committee meeting held on 12th September 2018 were approved

Matters arising not elsewhere on the agenda: none

Kitchen.

Extractor fan not working properly - need for Big Breakfast
18th Nov –**ACTION PGa**

Plasterwork/filling/ceiling/decorating kitchen – **Action: PGa**

Water heater/flask – **Action :PGa to buy a second smaller flask**

Purchasing white milk jugs : **Action – BD to source additional jugs**

Lettings report – attached

Updating Village website :

Minutes of 12th September to be added to website
ACTION: BD

Treasurers report

Bank signatories : Peter and Jenny signed additional forms needed by Barclays **ACTION : CT to deliver to bank**

Independent examiner: CT has made contact with accountant at ENGAGE .

Smart meter – not possible on commercial building until 2019

WI cheque – handed over to CT who produced the receipt which has been given to WI

Electrical supplier –link to feed-in tariff – not possible yet

Space outside rear of building

Container for storage: completed and committee room contents installed. Key in door lock and spare in electrical cupboard in kitchen

Upkeep

Fire service inspection – church agreed to PGa combining both inspections : **ACTION : PGa**

Working party for :

New shed : agreed on grey paint for this **ACTION : PGr**

Loft insulation – approx cost £500

Oiling floor

PGa has working party – initially the insulate the loft. **ACTION PGa**

Dealing with Grass car Park - ongoing

Cleaning – one complaint regarding the state of the toilets before a funeral wake – cleaned by those using the hall.

Entrance Hall and main hall floor – ongoing

External lighting. BC suggested changing this for LED light. The sensor switch needs replacing **ACTION : BC and PGa**

Water softener – no discussion

Committee Room / WI cupboard / Bistro. Committee Room to be decorated once insulation and floor oiling completed.

Fundraising – Quiz – 24 attended profit £72.77.

Further events – walk and simple lunch after
Christmas 28th December

ACTION : BD to advertise in Newsletter BD and JM to sort out food.

Key to letter box – **ACTION CT to ask David Wiltshire**

Any other business – PGa explained how the Parish Council provided the grant of £300 to the WI, which came directly to the Village Hall account for the Produce Show.

Post meeting : BD has written to the Motor Cross Group to thank them for their kind donation of £300.

101 Club – update

Standing order paperwork to be delivered to those who at present in the 101 Club in the hope more people will use this method to ease the burden of collecting the money

<u>MONTH</u>	<u>1st Prize</u>	<u>2nd Prize</u>	<u>3rd Prize</u>
OCTOBER	Sharon Fowler	Roderick Whiteman	Lady Inchcape
NOVEMBER	Christine Henderson	Neville Thompson	Jill Maris
DECEMBER	Sharon Fowler	Dorothy Wilkins	Ellen Rogers

**Date of next meeting WEDNESDAY 16th JANUARY
7:45pm**

Signed**Dated.....**
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