

Minutes Village Hall Management Committee Meeting 16th January 2019

1. Present : Peter Gantlett, Paul Greenway, Chris Thompson, Jill Maris, Barbara Davis

2. Apologies : Barry Carter, Jennie Lake

3. Approval of the minutes of the committee meeting held on 7th November 2018 AGM and Committee meeting of same date - agreed and signed

4. Matters completed from last meeting:

Extractor fan now working properly

Plasterwork and decorating kitchen completed thanks to Anita Gantlett

Smaller hot water flask and milk jugs purchased

Fire extinguishers inspected and PGt liaised with church so all done at the same time.

One of the Village Hall extinguishers will need to be replaced in years time.

New shed painted

Loft insulation part completed

5. Matters arising not on agenda : None

6. Kitchen : raised work surface joint still to be addressed - meeting with Wickes postponed due to illness - ACTION : BD is arranging another meeting

purchase medium sized teapot - agreed up to approx £10 ACTION: BD

7. Lettings report : Permanent lettings : One weekly letting to Yoga, twice monthly letting to Calligraphy, once a month to WI. Other occasional lettings with Caravan Camping Cub paying £300 for their weekend and various parties and wakes. Pgt was not in favour of advertising other than maybe with funeral directors as the new crematorium is now functioning.

8. Updating Village website : Minutes of last meeting and AGM to be uploaded to Village Website ACTION : BD

9. Treasurers report

Bank signatories - Barclays still asking for further information

Examined accounts for 2017 -2018 ACTION : CT to get them to BD who will pass them on the accountant at ENGAGE who has been volunteered to take on the task.

Electrical supplier -link to feed-in tariff / smart meter not possible yet - keep on agenda

101 Club update on standing orders and electronic payments ACTION: CT to give details to JM and BD at end of January

10. Space outside rear of building:

Request for some form of ramp as step down from hall to exterior difficult especially if carrying tables. ACTION: Pgt fitting a concrete step

11.Upkeep

Working party for :

Further Loft insulation ACTION: CT, Pgt and Pgw

Oiling floor - ACTION : Pgt

Dealing with Grass car Park ACTION: Pgt to experiment with 2 different types of matting

Redecoration of Committee Room ACTION : JM, BD and Anita Gantlett to come up with ideas and costing. Preferably such that it can be completed by mid-May

Purchase new wastepaper bin for ladies toilet - no longer required

Agreed that Back rubbish sacks be supplied : ACTION Pgw

12. Cleaning - satisfactory at present

13. Entrance Hall and main hall floor : ACTION: Pgt in discussion with Swindon floors. Problem appears to be damp under the new floor. Pgt looking into the issue. Main Hall floor Pgt repairs as the boards rise up.

14. External lighting : this been resolved

15. Water softener - on going

16.Committee Room / WI cupboard / Bistro . ACTION: JM is looking into the replacement mobile lower cupboard to replace the tall WI cupboard which will go back to Julia Gay once the new cupboard is installed. See item 11

17. Fundraising -

walk and simple lunch raised £101 after expenses

another walk with pot luck supper to be planned with visit to wild flower meadows - agreed on 21st June- midsummer day. ACTION: BD to sort out information into Newsletter for May and June

Quiz Night - Mike Morison has agreed to sorting this out for the Village Hall on 13th April ACTION: BD to confirm date to MM and get information to March and April Newsletter and posters to Notice Boards

18. Key to letter box - this has been returned and will be hanging in the electrics cupboard.

19.101 Club - no action possible and need to collect in the money from people although some have made out standing orders and some have sent their money in electronically. CT will have details at the end of the month

20. Any other business -

Date of next meeting : MONDAY 11th March at 7:45pm