

Minutes of Meeting held Monday 18th January 2016 – Committee Room

Present:

Lynne Poole, Jan Brice, Mr Pat Riley, Mrs Pat Riley, Chris Davies, Norma Divine, Clare Howe, Natalie Wise, Pauline Giles, Hazel Watkiss

1. Apologies

Barbara Baker, Grayce Sheppard, Jean Champ, Sue Stone

2. Minutes of Previous Meeting

Minutes agreed as true record of the meeting.

3. Matters Arising

The Village Hall sign has been completed and all who had seen it agreed that it looks very good. Many thanks to Brian (Hazel's husband) for his work and to the Drama Group for their contribution towards the cost.

Chris is to continue looking into WiFi.

Website – we're still waiting for some users to supply details of their groups. It can be amended later but the developer is keen to get the layout sorted out before the launch. It would be good to have photos of the groups in action – any photos please send to Chris.

Jan asked who would update the news page. It was agreed that all groups could have access to it with Jan taking responsibility for it.

Jan suggested a calendar of events be added to the website, which could avoid work for the hall manager if people can see that the hall will already be in use. We've avoided it before now in case we want to turn down a booking although even with a calendar we could say that there have already been enquiries about the date if we don't want to accept a booking. It was agreed that regular groups could go on a calendar and this could be extended to other bookings.

Parking and access for people with disabilities also needs to be added on the website. It was also agreed that we need to improve our signage for disabled access as the ramp access to the hall isn't obvious. Chris to order signs for the front of the hall, the gate and the disabled toilet. Ray can install.

Jan bought icicle lights and star lights (cost of £40) which now belong to the hall and are stored under the stage.

Pat is waiting for a list of equipment from The Triplex Social Club to let the Committee know what is available. There is a tea trolley which many groups may find useful.

4. Chair's Report

Chris welcomed Hazel Watkiss to the meeting – she is a new Drama Group representative. Natalie to check Hazel's email address as she hadn't received the agenda.

5. Treasurer's Report

Pauline didn't have a formal report to present – she will send her report via email. We have £16551.38 in the bank account – we haven't spent much over Christmas.

The minimum wage is increasing from £6.70 to £7.20 in April.

Norma's sister may not be available in the short term to take over the cleaning if Pat is going to retire so we may need a back-up plan.

It was felt by the committee that the hall needed a deep clean. Natalie to make some enquiries with the other halls in the area to see if they have used any companies and contact companies to get some quotes. We might need to put a 'spec' together to include steam cleaning the floors, cleaning behind radiators, beams, steam cleaning toilets etc.

6. Secretary's Report

The PRS form has arrived. This has been passed to Pauline to add the information about how much revenue the hall took last year which will form the basis of how much we have to pay.

The defibrillator was taken out of the case after Christmas in an emergency, although it was not used. The fire brigade put the defibrillator back in the case but the cabinet no longer opened with the code. It turned out that the batteries that sit behind the keypad had run down. They have been replaced (2 AAA batteries) and the cabinet is now functioning properly. Natalie still needs to do the other work (purchasing items to support the defibrillator and chasing the certificates for those who attended the training session).

7. Hall Manager Report

There is a wedding booked on Saturday 3rd September 2016. The couple have hired the hall from 12 noon on Friday 2nd, until 12 noon on Sunday 4th. Total cost £425 to include drinks license (£25). The Dance School have been notified and will not be starting back from summer break until the following week.

The Cricket Club have hired the hall for their 150th Anniversary on Friday 15th April, 7-11pm. It was agreed to give them a special rate of £80 [Barbara has confirmed that they don't need to use our Alcohol licence as they're covered under their own licence].

St. George's Day, April 23rd - Dance to finish at 1pm so W.I. ladies can set up for afternoon. They will be finished by 5pm. (Drama production that evening).

New mats have been purchased for the entrance areas at a cost of £187.50.

There was a major leak in the Ladies toilet due to a fracture in the original lead pipework. This has been repaired together with new valve & ballcock in gents toilet and tiled fixed back in disabled toilets. Total Cost £302.50.

Dance school have been given three mirrors which are currently being stored in the shed, making them difficult to use. It was agreed that one mirror could be stored in the Ladies dressing room. The Drama group may be able to make some use of it. It could be moved back to the shed when Drama have a performance.

The issue of rent increases was discussed. The last increase was in 2014 and we're aware of leaving it too long to avoid having to make a big jump in the future. It was felt that we were still cheaper than the Ark and the Baptist Church and we were not aware of any not making a booking due to the hire fees. However, it was felt that we had enough left in the reserves and that it was possibly not a good idea to have too much money in reserves if we wanted to apply for grants in the future. We will review again next year.

8. Fundraising

Many thanks to Jez Taylor from the Drama group for being Father Christmas. Apparently there were some complaints about the timing of the event and some felt the afternoon would have been better. It needed background music to improve the atmosphere. If we have a Father Christmas again we could advertise via the school. However, despite the poor weather and lack of advertising (due to not getting into the Village Magazine or the Grapevine) the event still raised an excellent £263. Thanks to all involved, especially to Barbara for organising.

Some ideas for future fundraising events were raised – we could hold an Autumn Fair or a Pumpkin Carving 'festival'. It was suggested that people bring ideas/dates to the next meeting.

9. Any Other Business

Jan and Hazel suggested that the pink curtains that are mid-way on the stage be replaced with black curtains. The pink curtains are old and very heavy. They will probably need to be made from fireproof fabric and we would look to have them made rather than buying ready-made curtains. Drama are happy to split the costs 50/50 so this was agreed in principle.

Drinks licence – there is a charge of £10 per session. However this means for Drama who have 3 performances the £30 charge costs more than a temporary licence would have cost. It was agreed to charge half costs per session so £5.

Hazel asked whether we had a rule for e-cigarettes. We do display general no smoking signs but it was agreed that no smoking should apply to e-cigarettes too and we may wish to display signage to that effect – Chris to investigate.

Hazel suggested that when it's 'Play Week' and Drama has the hall and pays for each session there could be a flat rate. This could also apply to other groups. However, it was suggested that Drama probably already benefit from a 'special' rate and the hall does lose other bookings. So, it was agreed to leave this to one side for now but that we may wish to get more information about how much the hall costs to run per session etc.

Date of Next Meeting – Monday 7th March 2016 @ 7.00 p.m.