**Alvechurch Village Hall Committee**

**Minutes of Meeting Held on Monday 18th July 2016 – Committee Room**

**Present:** Chris Davies, Norma Divine, Jan Brice, Pat Riley, Hazel Watkiss, Barbara Baker, Grayce Sheppard, Natalie Wise and Pauline Giles.

1. **Apologies**Mrs Pat Riley, Jean Champ, Clare Howe and Sue Stone.

2. **Minutes of Previous Meeting**The Minutes were signed as accurate.

3. **Matters Arising**Chris had contacted PlusNet. They thought there was a phone line in the Hall – we were pretty sure there was not and this proved to be the case. A spur will be fitted by the drainpipe to the left of the Hall and it will be an underground cable. After some deliberation it was agreed that the phone will be sighted in the lighting box. **(Action CD)**

Website date still to be agreed with Chris, Norma and Natalie. **(Action CD/ND/NW)**

The curtains have now been fitted. Some users are pushing the curtains behind the radiators which will cause damage and we need to stop this. Either a Notice needs to be posted by the curtains or an e mail sent to all Users. **(Action NW)**

Signage – Chris now has these but needs to put them up. **(Action CD)**

Barbara had brought a sample of the cup and saucer used at The Hopwood Village Hall to the meeting. The cost is £1.20 per set and it was agreed we would order 100 sets.
 **(Action BB)**The Noticeboard has been ordered. We also need to order magnets for the Noticeboard. Barbara to let Jan have sight of the Accessibility Access Catalogue to try and source a much bolder sign for the disability access in keeping with the Village Hall. We may be able to get a bespoke sign from a Company that makes house signs. **(Action BB/All)**

Chris gave some detailed information about the cost of a central screen and the differing sizes that were available. Our stage is 4.7m and we would need about 1’ either side. It would be a retractable screen and have a security key safe with a code for users. Chris had obtained some costs – a 4x3m screen would be £462 and a 4m wide screen would be £604. It was decided to get more information as we might need a bigger screen if we were to hold film nights. Chris will source something with a wider screen. We may be able to erect it ourselves. **(Action CD)**

4. **Chair’s Report**Chris’s report was covered by matters arising.

5. **Treasurer’s Report**Pauline distributed the Statement covering the period 16/05/16 to 18/07/16. The figure of £300.60 was in respect of replacing the element to the boiler.
Jan Brice queried the amount of £107.49 – an amount attributed to herself for maintenance – Norma queried whether it was in respect of the Christmas Lights and decoration which formed the centre piece of the Hall over the Christmas period. Both Jan and Pauline will look at their records. **(Action JB/PG)**

6. **Secretary’s Report**Norma advised that she had been looking at the Constitution and the Charity Commission document in detail. This involves quite a checklist for the management of the Village Hall. If we could update it and put it into laymen’s terms this would be a big step forward. Barbara advised that this had been looked into several years ago and was not looked on favourably by the Charity Commission. However, Norma suggested there were several things we could alter within the Constitution such as frequency of meetings. This might appeal to new committee members. At present we have 6 meetings plus an AGM and we only have to have 2 meetings plus an AGM. After discussion it was agreed to continue with the 6 meetings for the forthcoming year whilst we plan the new 5 year plan. However, we agreed to bring the AGM forward to June 2017 or as soon as is practically possible to fall in line with the Constitution.
Although we are quite well represented by User Groups on the Committee the following User groups are not. Coffee Shop/Knit & Natter/Tai Chi/Art Class/Slimming World/Rhythm Time. It was recognised that as some of these are businesses they probably would not want to join the Committee. However, Norma will make every effort to involve them in the 5 year plan.
Some of the items Norma felt it would be useful to change in the Constitution would be reference to Scottish Dancing, Cricket Club, Football Club and Royal British Legion as these Groups either no longer exist or have their own facilities. **(Action ND)**

**7. Hall Manager’s Report**Natalie confirmed that the Art Exhibition would start on 27th July until Saturday 30th so spinning and Tai Chi are cancelled that week.
The floors are due to be sanded and varnished and will take place on 10th August until 12th August and a further 2 days are required for it to dry.
There was a wasps nest by the main entrance, unfortunately Bob from the Tai Chi group has been stung but it has been removed now at a cost of £45.00.
The fire exit door at the back of the hall that is secured by a chain does not stay closed. Ray has repaired it but he thought that User’s leave the door open for long periods without securing it by the hook. The wind has probably thrown the door open and this has strained the hinges. The top hinge has been put back into position and the door works perfectly now.
There had been a small leak in the men’s toilets and Phil (the plumber) has put a wrap around it again so it is no longer leaking. It looks as if this has been done before and Phil has said it is because the toilet needs to be raised slightly but it’s ok for now. He has serviced the boilers in the kitchen as well. Pam from the W.I. reported a leak in the store cupboard. Natalie and Phil looked but could not see anything. W.I. to let Natalie know if it becomes more significant.
PAT testing is due.
The water heater in the main kitchen was blowing the fuses. It turned out the element had gone. The manufacturer recommended that we take out a service contract which will be £55.00 per visit plus VAT and parts as required. It was surprising how much lime scale had built up and with this contract the filters can be changed more regularly. It is very inconvenient when the water heater breaks down.
**Keys** – at the moment several groups collect the keys from the post office. This facility is no longer available to us. More keys will have to be cut and Chris will have to do a letter of authorisation as the keys are part of a secure master suite. We need to number the keys so that we know who is responsible for each key. **(Action CD/NW)**
The old curtains remain in the Hall – does anyone want them or know anyone who could make use of them – contact Natalie if you do.

A request had been made for a hog roast in the walkway behind the Hall in October. We were all concerned about the fire risks and safety in general so regrettably we will have to say ‘no’.
Natalie still to arrange for Phil Hayward to make a box to cover the pipes in the ladies’ toilets. **(Action NW)**

Natalie will be on holiday from 23rd to 30th July and Barbara will be covering for her.

**8. Fundraising**Nothing to report. An application had been submitted for a Tesco Grant but nothing had been heard at present.

**9. Any Other Business**a) Barbara had obtained a price from Andy Ralphs for cleaning the windows for £100 and clearing the gutters £150. This is to go ahead. **(Action NW)**
b) The Feroli boiler needs some repairs and a replacement panel.
c) Jan Brice enquired who owned the land by the rear gate and was informed that the Hall do.
d) Jan also asked who used the first shed as you enter by the back gate and Barbara advised that this housed the floor cleaning machine. These enquiries were in connection with enhancing the rear access to the Hall.

**Date of Next Meeting Monday 19th September 2016 @ 7.00pm**