**Alvechurch Village Hall Committee**

**Minutes of Meeting Held on Monday 19th September 2016 – Committee Room**

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

**1.Apologies**

**Barbara Baker**

**2.Minutes of Previous Meeting**

**Barbara had contacted Norma with a query regarding the Minutes which after discussion concluded with the following amendment under ‘Matters Arising’ – “it was agreed that a bolder sign in keeping with the main Village Hall sign would be sourced from Timpson’s”. With this amendment the Minutes were accepted as an accurate record. (Action ND)**

**3. Matters Arising**

**The Noticeboard is ordered and due to be delivered to Natalie in September. The cost is £442.80 including VAT. Ray will fit it and Hazel volunteered Brian’s services to help if required. Natalie will be the custodian of the key.**

**Barbara had advised that the cup and saucer provided as an example by Hopwood Village Hall were incorrect. The crockery they had was similar to ours but white. It was agreed that we should invest in 2 dozen more cups and saucers to increase our stock. (Action BB)**

**Barbara also expressed her thanks to Ray for the wonderful display of hanging baskets.**

**PlusNet have installed the Wi-Fi in the Village Hall. We may have difficulty with coverage and a booster might be required. The ‘Am Drams’ will test it out when they are in the Hall later this week. We will also require a Password. Natalie had received a letter from TV licensing asking whether we intended to watch t.v. on our broadband. Natalie will discuss in her report later in the meeting.**

**Natalie and Norma had received their website training from Chris. Chris has also reminded Dave Howard to look at the website logo as it was not in keeping with the Village Hall style.**

**Chris had the 'no smoking' signage with him and it was decided to put the larger notices in the rooms and the smaller ones in the Hall itself.**

**The amount of £107.49 in the statement for the period 16/5/16 to18/7/16 had been queried and the last meeting and Pauline and Jan were going to look at their records to ascertain what it covered. Pauline was asked to look at her receipts and let the Committee know what it represented. (Action PG)**

**Keys are still an issue – Natalie had found that we could either pay £30.00 for each new key or £105.00 for a new lock and 26 keys. However, a restricted lock would cost £250.00. Natalie will continue to investigate. Ray and Jan had both requested keys to the Hall and this was agreed by the Committee. It was suggested that perhaps a key safe would be the answer – after discussion this was dismissed as it was thought the number might easily become common knowledge. The other suggestion that was made was a key deposit to ensure that keys were ultimately returned as sadly this has not always been the case. It was felt that this would probably have to be across the board to avoid confusion. It was agreed that Natalie should go ahead and order a restricted key lock to a maximum amount of £350.00 to include fitting. If the cost was greater she should refer it back to the Committee. (Action NW)**

**The boxed cover to the pipe in the ladies’ toilet is still to be arranged (Action NW – 2)**

**The windows and gutters had been cleaned and cleared respectively.**

**4. Chair’s Report**

**Whilst at the Hall this evening Chris had strived to obtain a Wi-Fi connection but had not been successful. It has probably got something to do with where it is situated or as previously discussed a booster may be required. Once it is up and running Chris will let us all have the Password. (Action CD)**

**Chris asked Pauline to furnish him with the bank details in order that he could set up the payments for the Wi-Fi. (Action PG)**

**The Co-Op are undergoing a re-launch and to this end they are asking customers to support a local charity. To this end the Village Hall has been accepted as a charity. We will put something on our website to encourage people to name the Village Hall as their chosen charity. We will also ask our Users to support us. The Co-Op will pay 1% towards the charity when co-op products or services are chosen. (Action ND)**

**We were not successful with our bid for funding from Tesco Bags but they have asked us to submit again in the future and will send the information to Chris.**

**5. Treasurer’s Report**

**Pauline distributed her report in respect of transactions for the period 18/7/16 to 19/9/16. There had been quite a lot of high expenditure for this period in respect of the noticeboard, floor resurfacing and replacement fire extinguishers.**

**Pat Riley pointed out a correction required to the balance which should read £11,545.02 (Action PG)**

**6. Secretary’s Report**

**We have received a thank you from Lynne Poole for the wine we bought her and the kind messages on her retirement card.**

**I am in contact with the West Midlands Ambulance Service to arrange a further training session for the defibrillator. I understand Hopwood Village Hall might like to be involved. Once I have the date I will advertise it on our website and invite our user groups. The certificates for the last training were distributed. (Action ND)**

**New representatives on the Committee – The coffee shop had now closed. Norma had spoken to Cynthia Lawton from Knit and Natter and she said she would put the feelers out.**

**No approach had yet been made to Tai Chi, Slimming World, the Art Class or Rhythm Time.**

**Norma had also come across a ‘draft’ constitution which looks good. Chris thought it had something to do with David Noakes and wasn’t sure whether it had been implemented. Norma will chat to Barbara about it. (Action ND)**

**7. Hall Manager’s Report**

**Natalie confirmed that bookings were up and a lot of enquiries are being received for regular bookings but we have not been able to accommodate them. We now have bookings every day and evening. Spinning has proved popular and classes now take place on Wednesday and Friday and they will also be trying a class on Friday mornings as well.**

**Mobility classes have moved from Buckleys Green to fill the Tuesday morning slot left by the Coffee morning group. Zumba Gold may move into the main hall.**

**The PAT testing has been done apart from the drama equipment. The Hall has passed although there seems to be a problem outside which might need to be replaced next year. The electrician also suggested the fairy lights should be wired for safety. It was agreed that the ‘Am Drams’ electrics will arrange for them to be plugged in separately and they will also do their own PAT test on their equipment. (Action Am Drams)**

**There was an ant infestation in the ladies’ toilets possibly disturbed by the Wi-Fi installation. Ordinary ant powder appears to have done the trick. Ray also reported that pigeons are flying into the space under the weather vane. Barbara has advised that they can’t get in anywhere as the whole of the loft area was boarded up when the insulation was put in.**

**The floors are completed and look really good. Could people please carry furniture etc. rather than drag it and also wipe their feet on the way in. A small whole has been discovered in the floor by the fire exit. Ray will have a look at it to see whether he can repair it.**

**When the fire extinguishers were serviced it showed we needed three replacing. The decision was taken to replace them as safety is paramount and an extra visit would have incurred a further call out fee.**

**Risk Assessment – although we have a fire risk assessment and an evacuation procedure we do not have a general risk assessment. BDC has asked for a copy although as fewer than 5 people are employed technically we don’t need one. However, it would be good practice and there is an example on the HSE website covering slips and trips, working at height, hazardous substances and manual handling to name a few. Do the Committee think that it would be worthwhile? It was agreed that Natalie should send the link from HSE website to Chris. (Action NW/CD)**

**T.V Licence – as mentioned previously there is a policy on watching TV using WiFi. Natalie will print out the form and put it on the noticeboard as we are not licenced to watch live TV and we can be liable if anyone does as we have no TV Licence. We will also contact TV licensing to declare that we do not need a licence as our users will not be viewing it on the premises. (Action NW)**

**Silver Threads have asked for a PA System for the Hall to be added to the 5-year plan. CD suggested that the Am Dram tech team look into this. (Action CD)**

**Keys – already discussed under matters arising.**

**The toilet is leaking in the Gents again. Natalie to contact the plumber. (Action NW)**

**There are scratches on the ramp at the hall and Natalie will contact Users to ask them to be more careful. (Action NW)**

**A location scout had turned up at the Hall with a view to filming there in the future. They would be returning next Tuesday. Would we have any objection? The Committee were delighted and instructed Natalie to try and secure a fee for the filming.**

**Are we going to have a Christmas Fayre? It was decided that this year we would not do a Christmas Event and instead concentrate on arranging some dates in the diary for next year for a Spring Fair and an Autumn Festival.**

**8. Five Year Plan**

**Jan and Chris volunteered to do a draft and bring it to the Committee to include the rear entrance, screen, hearing loop etc. Once the bones are in place we can feed things in and decide on running events to raise funds. (Action JB/CD)**

**Ultimately these improvements will give us the back drop we need to increase rental next year. We want to continue to provide a first class community venue.**

**9. Any Other Business**

**a) Stage Curtains – samples were circulated for two different types of material. It was agreed to go ahead with the Velour. Jan suggested that at the next ‘am drams’ meeting she will ask that they contribute to the cost. The estimate was £555.00 plus VAT which we all thought was a very good price. The overall cost might be £1,000 as it was decided to ask Mr Walsh to quote for curtains to the side of the stage as well.**

**After the ‘am dram’ meeting and once the colour has been agreed upon Jan will place the order. (Action JB)**

**b) Jan also suggested that we should look at new noticeboards for inside the hall and it was agreed that this would be added to the 5-year plan.**

**c) It was also that time of the year when the Christmas Lights are put up in the Hall. There were no objections and Jan will organise this.**

**d) The Pantomime will be taking place in November and Chris was hoping to speak to the dance group this evening regarding finishing early on 26th November. He will ring Clare to ascertain whether this is possible.**

**Date of Next Meeting Monday 7th November at 7.00 p.m. in the Committee Room**