



Village Hall Councillors Committee meeting 02/03/2016

In attendance: , Chris Thompson(Chair), David Richards, Gail Murphy & Jane Donovan(VH Manager)

		Action
1.	<u>Apologies for absence</u> There were no apologies for absence	
2.	<u>Minutes of the meeting held on 17/11/2015 and matters arising</u> The Minutes of the above meeting were agreed and signed by the Chairman as a true record.	
3.	<p><u>Village Hall Managers Report</u></p> <p>The Village Hall Manager reported to the committee -</p> <p>PAT testing is due.VH Manager is arranging for three quotes, will let the Committee know as soon as these are in, so a decision can be made.</p> <p>Six Monthly Alarm check and Emergency lighting scheduled for next week. The yearly 3 hour emergency lighting check has been completed by the VH Manager, 2 replacements are required with a further two to be checked by the Engineer.</p> <p>Gina Andrews has an outstanding invoice of £154.80. She has been written to twice and is not replying.</p> <p>Cigarette box has been installed and there is a noticeable reduction in butts being left outside the Hall. Many Thanks David.</p> <p>The Piano is due to be tuned and will be arranged as soon as possible.</p> <p>The School now have a key to the Hall in case for an emergency evacuation. This will only be used in the event of an emergency and not for Hire purposes.</p> <p>A suggested rolling maintenance for the decoration of the Hall has been completed and will be forwarded to the Chair of the Village Hall Committee for consideration. The Village Hall User group will be asked for their input at their next meeting.</p> <p>The Identification of key holders is almost completed and has highlighted there are many which need cancelling, cancelling of these will start as from 1/4/2016.</p> <p>We have been contacted by "Make it cheaper" who inform us that our electricity meter will need replacing this year so to comply with new Government legislation, VH Manager is investigating and will report back to the Committee as soon as all the information is in.</p> <p>Players are in the process of emptying their cupboards on the Stage; once this is done the cupboards can be reallocated.</p> <p>Honey Bees are to hold a Bingo evening to raise much needed funds and would like to enquire about an S137 grant.</p>	<p>JD</p> <p>CT</p> <p>JD</p> <p>CT/JD</p> <p>JD</p> <p>JD</p>
4.	<u>Tenders for Village Green Maintenance</u> The 10 tenders ranged from £1700 to £3,333 per annum. Five	

	tenders we decided were not suitable due to cost and/or location. Of the 5 remaining tenders the committee agreed that Organic Matters from Cooksbridge who quoted £6,700 for the 3 year contract plus £850 for an initial tidy would be our choice. They impressed as they had obviously looked at the site and had noted that initial work was needed to get the site to a good standard. VH Manager to notify Parish Clerk of the committees decision.	CT
5.	<u>Black Stage Curtains</u> It was agreed that Jane would get quotes for the curtains and report back. Once a quote has been received VH Chair to advise Pantomime Society of cost. We will look to replace them sometime in April.	JD/CT
6.	<u>Rude Mechanical Theatre Company - Invoice</u> The Parish Council asked if the VH Committee could re-visit the Rude Mechanicals invoice. It was discussed and unanimously decided that there would be no refund of their invoice in 2015.	
7.	<u>Feedback From Village Hall users group</u> No Feedback this month as meeting will not be held until 7 th March	
8.	<u>Pantomime Society Fundraising for Village Hall</u> The Pantomime Society raised £94.00 for the Village Hall through a raffle offering specials seats and refreshments, There were also prizes donated by The Plough and The Fountain as part of the raffle. VH Chair to thank the Pantomime Society and ask if they would like the money spent on a specific project within the hall.	
9.	<u>Matter to be raised at future Village Hall Councillors Committee Meetings</u> Councillors did not raise any issues for future meetings.	

These minutes are in draft form and, subject to any agreed amendments, will be ratified at the May Village Hall Councillors Committee meeting.

Meeting closed at 20:05