



## Village Hall Councillors Committee meeting 31/01/2017

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

1.	<p><b>Apologies for absence</b> There were no apologies for absence</p>	Action
2.	<p><b><u>Minutes of the meeting held on 27/09/2016 and matters arising</u></b> The Minutes of the above meeting were agreed and signed by the Chairman as a true record.</p> <p><b>Matters Arising</b> VH Manager confirmed stage curtains have been lowered. User group wish list has been updated – details below Malcolm has painted the front of the stage and front doors UK Landscapes have still not provided a schedule of works for Village Green. No work on site this year. VH manager to chase. If no response PC clerk to write to chase and advise they are not fulfilling contract. 2 quotes for new large and small hall curtains have been received. Fran unable to quote as unable to source enough material. VH manager to seek third quote. All jumble sale dates have now been confirmed.</p>	<p>JD</p> <p>JD</p>
3.	<p><b><u>Village Hall Managers Report</u></b></p> <p>The 6 monthly fire alarm and emergency light check will be due in February. A full fire risk assessment is due in May. The annual increase in Hall fees needs to be decided. The normal January deep clean of the Hall floors has been completed, taking 8 hours in total. All being well the ovens will be cleaned next week. The new heater above the Large Hall doors is not working; Jeff Taylor is aware of this and is sorting the problem out. The spot lights in the CR aren't working, Richard Taylor has offered to look at these, and they may have just tripped out. There are various parts of the guttering which are leaking and need to be looked at. Nick Satchell has obtained replacements for the missing microphones; they will be available from the beginning of February. A lead to attach a laptop to the sound system has been purchased. The curtains in the Large hall have been adjusted so when closed there are no gaps. The ladies' toilet taps aren't staying on long enough to wash your hands properly; these need to be looked as to see if they can be adjusted. An extra hatch key has been placed in the kitchen as we were down to one. Extra jugs for the kitchen have been supplied by the WI It has been suggested that we have signs on each of the Hall doors so unfamiliar hirers know which hall is which.</p>	

	<p><b>Users Wish list 2017 is as follows:</b>  New front door mat  New dinner set (100 of each)  New table cloth for the CR  New card tables  A glass washer for the bar  New chairs  The Users have been asked for a spec for the new card tables they would like. They have suggested that they be square, light weight, folding and a different colour to the tables we already have so they are easily identified.  Sue has offered to arrange another working party for the borders and it has been suggested that the ivy growing up the side of the building be removed and leaves in the car park be collected at this time. It was also asked if Richard Allen could be contacted and asked to provide a quote for the removal of the bamboo.  The cost of top soil for the borders is still being looked into by Sue.  UK Landscapes are sill to produce a schedule of work for the coming year.  Concerns were made about how the compost heap will be managed by the contractors.  The damaged notice board on the green is now ready to be put up.  The next V H jumble sale is this Saturday and as normal help is needed.  Karen Beards parents are not long able to offer their garage as storage for jumble and the farm is no longer able to take left over jumble, making help after the Jumble Sale to do tip runs extremely important.</p> <p><b>Matters Arising</b></p> <p>The annual increase was discussed. The last few years a 2% rise has been implemented. It was unanimously agreed that the same 2% would be implemented in April. VH Manager to implement.  Leaking guttering, VH Manager to check if handyman could look at this.  Signs on the large and small halls were discussed and decided that as most users are regular users who were familiar with the hall and new users are shown around the hall by the VH Manager it was not considered necessary.</p>	
4.	<p><b><u>Heating Large Hall – Update</u></b>  The heating in the large hall has been fitted, feedback confirms that it is working well. The heater over the entrance to the hall is not working. Jeff Taylor has offered to source the part required and repair. VH Chair to follow up.  VH Chair will arrange for thank you letters for help with the heating to Jeff Taylor, Chris Stewart-Brown and the Pantomime Society for their help with sourcing, fitting and helping with the cost.</p>	<p>CT</p> <p>CT</p>
5.	<p><b><u>Heater Replacement in the Small Hall</u></b>  One storage heater in the small hall is held together with tape and one of the others the thermostat does not appear to be working. The heater is dangerously hot and has been turned off. It was suggested that we ask Jeff Taylor if he would be happy to give advice on replacements. VH Chair to make contact.</p>	<p>CT</p>

6.	<p><b><u>Village Hall Maintenance plans 2017</u></b>  It was discussed and agreed that the focus this year would be on decorating the large and small halls and seeking replacement curtains for both halls. VH Manager offered to ask Malcolm for updated costs for the decorating. There may not be enough money in the budget for this if we replace the small hall heating.</p>	JD
7.	<p><b><u>Matter to be raised at future Village Hall Councillors Committee Meetings</u></b>  Councillors did not raise any issues for future meetings.</p>	

Meeting closed at 17:50

Date and time of next meeting – 21<sup>st</sup> March 2017

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

DRAFT