



Village Hall Councillors Committee meeting

15 November 2018

In attendance: Chris Thompson(Chair), Nick Satchell & Jane Donovan(VH Manager)

1.	<p>Apologies for absence Councillor Gail Murphy did not attend</p>	Action
2.	<p><u>Minutes of the meeting held on 6 July 2018 and matters arising</u></p> <p>The minutes were agreed and signed as a true record. There were no matters arising.</p>	JD JD
3.	<p><u>Village Hall Managers Report</u></p> <ul style="list-style-type: none"> • LDC will are not issuing any commercial recycling bins at present. VH Chair will take to then parish council to discuss • The willows around the pond need cutting back, Fred has quoted £250 for this to be done. • The new freezer has been bought and is in place. • Our current window cleaner has written to say he is no longer able to clean the windows as his insurance no longer covers him for the inside of the building, VH manager look into the cost of a replacement cleaner. • The Grass contactors are unable to continue cutting and removing the grass for the price they originally quoted as they are making a loss. They have suggested that they can do it as quoted if we are happy for the first cut to be a collected then it mulched. They have done this once already so I could how it looked and it was very little difference. They are also happy to remove cuttings when there is a special function on but this would be at a cost of an extra £30. VH Chair to pass to the Parish Council to discuss • We still need to plant a replacement Oak tree. • There are two points on the guttering which are leaking, VH Manager has asked Ally Christie to quote for this. • The Heater in the old DR's room appears not to be working. Cllr Satchell offered to organise an electrician to look at the heater • There are a lot of broken chairs which need to go to the tip. • Marcus is to do the C2's which came to light during the Electrical 	CT JD JD CT JD JD NS JD

	<p>testing, VH Manager will arrange this once she's back from holiday.</p> <p>The bridge needs some attention, Rob Westgate has Quoted £70 VH manager to organise</p>	
4.	<p><u>Current Expenditure</u></p> <p>The committee were satisfied that the current expenditure was on track with the budget. Cllr Satchell has a few questions for clarification and will email the parish clerk. The committee discussed projects under item 8 on the agenda</p>	NS
5.	<p><u>Village Hall Expenditure to 31 March 2018</u></p> <p>We are in parameters to the end of the financial year</p>	
6.	<p><u>2019/2020 budget</u></p> <p>The budget is currently under review. Cllt Satchell will be reviewing some of the items and will be reporting back to the committee</p>	NS
7.	<p>Creating Environmental Policy for the Village Hall</p> <p>As Cllr Murphy requested this to be added to the agenda and did not attend the meeting the committee were not clear what was required. The village hall manager offered to ask other village hall if they had a policy and request a copy to review at the next meeting.</p> <p>Village Hall Maintenance and Projects</p> <p>New chairs – Cllr Satchell had not heard back about sourcing the second hand chairs from Burgess Hill. It was decided to look at sourcing new chairs as there are funds available in the savings account. Village Hall manager agreed to look for suitable new chairs and to also ask the pantomime society to help with the cost as we need extra chairs just for the pantomime society to use.</p> <p>Village Hall Manager advised that the next time the large hall needs varnishing it will need to sanded right back and 2 coats of varnish added. Costs vary between £4,800 and £5,500. VH chair to pass this on to the Parish Council.</p> <p>Village Hall manager also advised that electrical regulations will be changing and the circuit boards will need updating within the next five years. VH Chair will pass this on to the Parish Council to be included in the budget.</p>	<p>JD</p> <p>JD</p> <p>CT</p> <p>CT</p>
9.	<p><u>Matter to be raised at future Village Hall Councillors Committee Meetings</u></p> <p>Councillors did not raise any issues for future meetings.</p>	

Meeting closed at 17:40

CATKOWSON

Date and time of next meeting – TBC

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