



## Village Hall Councillors Committee meeting 06/07/2018

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

		Action
1.	<b>Apologies for absence</b> Councillor Nick Satchell did not attend	
2.	<b>Election of Village Hall Chair</b> Cllr Thompson confirmed she was happy to continue as chair of the village hall committee. Unable to vote as not quorate. Will ratify at the Parish Council meeting. Cllr Thompson was happy to continue chairing the meeting	
3.	<b>Minutes of the meeting held on and matters arising</b> The Minutes of the meeting on 06 February 2018 were agreed and signed by the Chairman as a true record. There were no matters arising.	
4.	<p><b><u>Village Hall Managers Report</u></b></p> <ul style="list-style-type: none"> <li>• <b>The Hall's licence has not been corrected.</b></li> <li>• Yearly PAT testing has been done</li> <li>• Yearly fire extinguisher testing has been done.</li> <li>• The new Insurance certificate is up.</li> <li>• COSHH and Policies have all been reviewed.</li> <li>• Alarm and Emergency lighting has been done, two new emergency lights are needed.</li> <li>• ¼ yearly deep clean of floors is due at the end of this month.</li> <li>• A decision on what to do with the old china, which is stored in the projection room.</li> <li>• The seeds planted in the long border came to nothing, VH Manger aims to divide some of her herbaceous in the autumn and plant them at the</li> <li>• Buxtons have the missing curtain and will fit at a time convenient.</li> <li>• NADFAS will be leaving us as they are merging with the Uckfield branch. Their last meeting at the Hall is the 20<sup>th</sup> July.</li> <li>• There seems to be an increased number of broken chairs recently, possibly due to their age??? VH manager is concerned that there will not be enough for Panto? She has mentioned this to Panto who will do a count when they do phase 2 of there tidy up in August. She has looked into replacing them (220) and the cheapest quote she has at the moment is £3,069,00 (excluding VAT)</li> <li>• Entry system has been replaced and fobs have been given to Users, One per group.</li> <li>• We have a persistent group of ants which keep invading the Hall, almost on a daily basis I'm spraying them inside and outside.</li> <li>• Fred hope to do the work on the Green within the next two weeks</li> </ul>	<p style="text-align: center;">CT</p> <p style="text-align: center;">CT</p>

	<ul style="list-style-type: none"> <li>A quote from Marcus for a full electrical test on the VH should hopefully be with me before the PC meeting.</li> </ul>	
5.	<p><b><u>Village Green Maintenance</u></b></p> <p>A member of the public raised concerns about trees in the gully at the edge of the pathway past the house. VH chair and manager to take a look. The hedges around the site now need cutting. VH manager to seek two quotes and VH chair one quote. The VH Chair will seek updated quotes for cleaning the gutters at the Village Hall The contractor who is cutting the grass on the green has advised that their will be an increase costs for next year to £140 and the following year to £145. The committee agreed that the grass was looking really good and were happy with this increase. VH chair to let PC clerk of the decision</p>	<p>CT</p> <p>JD/CT</p> <p>CT</p>
6.	<p><b><u>Future Village Hall Projects</u></b></p> <p>The finance committee asked the Village Hall committee to consider projects going forward for the Village Hall. The committee suggested the following projects New red stage curtains Large hall varnish – sanding right back to the wood and then varnishing New chairs Replace lights with LED lights Varnish windows and doors Dishwasher for bar Small freezer for kitchen Plants for long borders Cllr Thompson to pass to finance committee</p>	<p>CT</p>
8.	<p><b><u>Matters to be raised at future Village Hall Councillors Committee Meetings</u></b></p> <p>There were no matters to be raised at further meetings.</p>	

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

Meeting closed at 17:50

Next meeting TBC