



Village Hall Councillors Committee meeting

4 February 2019

In attendance: Chris Thompson (CT)(Chair), Nick Satchell (NS), Gail Murphy (GM) & Jane Donovan (JD) (VH Manager)

1.	<p><u>Apologies for absence</u></p> <p>There were no apologies for absence</p>	Action
2.	<p><u>Minutes of the meeting held on 15 November 2018 and matters arising</u></p> <p>The minutes were agreed and signed as a true record.</p> <p>Matters arising – Heating in doctors room – NS has sorted and now working fine Ns advised he was still trying to source secondhand chairs from The Martlets Hall in Burgess. The committee asked for the size of the chairs as there were concerns about storage as they are hanging chairs not stacking.</p>	NS
3.	<p><u>Village Hall managers Report</u></p> <p>Deep clean after panto has been completed. Three new groups starting this year. Dance, Camera Club & a musical youth group Carol Grant has now retired Quarterly fit reading has been done and phone through Soap dispenser in the gents toilet has disappeared. JD to order a replacement H&S folder has been reviewed Terms & Conditions need to be reviewed to include tidy/clean up after use as hirers haven't been doing so JD to action Stage Curtains have been kindly mended by panto, they have been thanked. Curtains are rotten and need replacing Panto have been approached regarding their previous offer to donate to larger projects around the hall. The chair will raise this at their AGM Mark Brunt has kindly welded and mended a number of chairs and has been thanked There is £1928.86 left in the kitty after purchase of china, plus the money raised at last weeks jumble sale The gully has been cleared by Fred Oak tree still needs to be purchased and planted on the green Decision needed on the willows by the pond, Fred quoted £250 to remove Bridge still needs repairing , Rob Westgate quoted £70</p>	<p>JD</p> <p>JD</p>

	Alex – have PC decided if he can mulch the green when cutting grass? Path by the pond has had chipping laid. When/Who Ct advised that she believes it is the Monday group	
4.	<p><u>Village Hall User Group Feedback</u></p> <p>There has been done user group to lack of numbers.</p> <p>JD reported that the ladies who organise and help at jumble sales were not happy at the lack of support from user groups and councillors, they were considering not doing any more jumble sales for the village hall. The committee made the decision that there would not be any more jumble sales to raise funds for the village hall.</p>	NS
5.	<p><u>Village Hall Environmental Policy</u></p> <p>GM presented ideas for discussion:</p> <p>Energy to be sourced from renewable sources – ongoing. Will consider when we renew heating.</p> <p>Lighting to be replaced with low energy options. Committee agreed to this option going forward</p> <p>Aspire to achieve a high heating/insulation rating. Committee need to take advice on how to find out what out rating is and if it would be possible to achieve a higher rating</p> <p>Cleaning products to be environmentally friendly (no bleach), use recycled toilet paper. JD agreed to look into environmentally friendly products and trial them at the hall.</p> <p>Avoid use of pesticides and insecticides in the grounds. JD reported that she had to use ant killer last year in the hall as there were no other options</p> <p>Hirers – recycling to be encouraged. Lewes DC will be providing recycling bins in due course</p> <p>Avoid release if lanterns and helium balloons/ avoid use of balloons and single us plastic. JD to encourage hirers to use cutlery at village hall rather than disposable</p> <p>Priorotise/encourage events that support reuse/recycling i.e. jumble sales</p> <p>Suppliers to have an up to date environmental policy. JD to ask suppliers</p> <p>Support installation of bicycle racks. May be an option for CIL money?</p>	
6.	<p><u>Hirers Terms & Conditions</u></p> <p>JD asked if she could review the terms and conditions for hiring the village hall. It was agreed that she should update them and pass to CT to take a look at.</p>	JD/CT
7.	<p><u>Village Hall Income</u></p> <p>The income from the village hall so far this year is £21,000 against a predicted income of £28,000. JD thought that she had banked more than that, she would look at her month to month banking to check. JD has two more months to bank so should be fairly close to predicted income.</p>	
8.	<p><u>Village Hall Hiring Fees annual increase.</u></p> <p>As it was agreed that there would not be any more jumble sales this would</p>	

	affect the income of the hall. NS offered to look to see how much we would need to increase the fees to offset this.	NS
9.	<u>Matter to be raised at future Village Hall Councillors Committee Meetings</u> Councillors did not raise any issues for future meetings.	

Meeting closed at 19:50

Date and time of next meeting – TBC

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

DRAFT