

SALHOUSE 2000
Registered Charity No 1061044

VILLAGE HALL COMMITTEE MEETING: Monday 29th April 2019.

Present: Martin Carney (chair), Susan Potter; Pat Barnes; Shirley Blow; Shirley Shorten

Apologies: Natalie Archer; Linda Stone

Item:	Action:	Assigned
Position of Secretary	Shirly Blow has volunteered to be Secretary and will be responsible for taking minutes at the meetings going forward	Shirley Blow
Car Park Access	Chairman has received summary of meeting with NPD law and recommended actions: ACTION: Martin to review meeting summary and make actions as necessary.	Martin
Leaflets	1000 leaflets have been printed. Shirley Shorten volunteered to distribute to Wherry Gardens and Martin to arrange distribution Barns Piece and any other areas that may not know about village hall facilities. ACTION: Martin to drop leaflets off with Shirley Shorten	Shirly Shorten & Martin Carney
Heater Covers	Replacement covers continue to be out of stock. ACTION: Natalie to make enquiries about other replacements.	Natalie
Fire Exit Ironmongery	This has now been fixed. However, the treasurer has yet to have an invoice ACTION: Martin to chase Andrew for an invoice	Martin
Radiator and Boiler service	The radiator in the entrance corridor is knocking intermittently. ACTION: If any one hears it again can the please notify Martin.	All
Radiator and Boiler service	We are still to receive the Gas certificate (we have a copy) and invoice for payment ACTION: Martin to contact John Middleton for certificate and invoice	Martin
Outstanding Payment of £30	The payment from last time is still outstanding. The committee decided to not continue chasing payment as we could not make any contact and right the sum off. Pat to keep a record of the Hirer and not allow access to the hall	Info
Porch Light	Martin has booked Nigel to come and fix the porch light, and is booked in for Fri 17th May	Info
Kettle Descaling	Kettle and urn need to be decaled ACTION: Susan to arrange descaling of kettles and urn	Susan
Review of Finances	The current account is looking healthy and is increasing. This is due to increased ad-hoc bookings with lots of parties. Cleaners wages have been adjusted in line with pro rata to minimum wage	Info
New contract for fire extinguisher	Martin has served notice on Interserve but not heard back that they have received this. ACTION: Chase Interserve for confirmation that they have	Martin

and alarm checks	received the notice email	
Sharing of Jobs	<p>Carpet Cleaning – Shirly Shorten to take on the booking ACTION: Shirly to book Carpet cleaning for May half term (Friday best day)</p> <p>Hall insurance. Susan has been contacted by Norris & Fisher as an alternative option ACTION: Martin to check where we are in the contract with Allied Westminster</p> <p>Christmas Fayre Shirley happy to contact stall holders re booking stalls ACTION: Martin to share Sarah’s Christmas File at next file</p> <p>Key list to be kept up to date ACTION: Pat to keep key holder list up to date, Martin to send details to Pat.</p> <p>The job list and committee contact details need updating and issuing ACTION: Martin to update and issue both job list and Committee Contact details</p>	See individual responsibilities
AOB		
PAT Testing	Nigel booked in to do PAT testing on 17th May	Info
Gas & Electric	<p>Susan has new costs in for Gas and Electric from Opus. Whilst gas gives a saving electric is going up, but overall our fees will stay the same overall. This is for a 4-year fixed period</p> <p>ACTION: Susan to contact Opus to get us on the new rate</p>	Susan
Blinds in small hall	<p>Blind currently not working in the small hall</p> <p>ACTION: Martin to check batteries in remote and replace if necessary</p> <p>ACTION: If not remote we will need to look into a new longer ladder to allow access to recharge blinds</p>	Martin

Date of Next meeting:
Monday 29th July @ 7.30pm in VH meeting room