

MINUTES OF COMMITTEE MEETING –25 March 2015

Present:

Martin Carney (Chair), Sarah Oldfield (Secretary), Pat Barnes (Bookings + WI) Susan Potter (Treasurer), Shirley Shorten (Brownies).

1 Apologies: Maria Withington, (Key holder), Shirley Blow (Parish Council), Tobi Radcliffe.

2 Review of previous minutes, 23 January 2015: These were signed as correct.

3 Matters Arising:

Item:	Action	Assigned
Carpet	Martin to follow up with Maria	Martin/ Maria
Use of Piano	Martin to follow up with Carole Tims	Martin
Wifi	A payment has been received from the Parish Council. Tobi has been in touch with Wispire and will place order in April. Wifi should be installed in May.	Tobi
Fire Alarm	Sarah to contact Critten Electricals to arrange PAT testing and maintenance of emergency lighting	Sarah
Xmas Decorations	Martin to follow up with Shirley	Martin/ Shirley
Heaters	The Big Lottery grant has been spent and Project Heat the Hall has received sign off from Big Lottery.	
Boiler	The boiler pressure keeps dropping and needs to be topped up weekly. ACTION: Martin to contact John Middleton to look at boilers and repair.	Martin
Land Registry	Change of Custodian Trustee to Parish Clerk has been carried out and paperwork completed. Legal fees not yet received.	Martin
Energy Use	Treasurer to continue to monitor energy usage. It was noted that the water usage has reduced, with a reduction in water bills.	Sue
Hall Usage	Continue to keep bookings under review. Ad hoc bookings have continued. The village hall is now registered on 3 on-line hall hire sites.	
	Yoga 10 week taster session has started and it is possible these classes may continue to run after the taster session ends. Additional yoga taster sessions may be run by Broadland Fit & Fun	Pat
	Ping pong continues to be increase in numbers and Village Hall have applied for a Small Communities Grant for another ping pong table for use by group and other hirers. Memorial Hall may also be used by Ping Pong when numbers increase.	Pat/ Keith Richings
Youth Club Shed	Rainbows may have a new group starting in September. Arrangements are ongoing. There are still some items in shed. ACTION: Martin to ask Tobi to clear this. Shed will be used to store ping pong tables.	Shirley Shorten Martin/ Tobi

4 Vodafone Aerial

The Hall has been approached by the Parish Council to host a Vodafone aerial as part of their mobile reception improvements taking place in the village. A survey was carried out by Vodafone on 24 March. The equipment is hoped to be installed in six to eight weeks, on the side gable end, out of view. Vodafone will carry out the work, including arranging any necessary permission. **ACTION:** Martin to liaise with Parish Council and Vodafone as necessary.

5 Safety Glass in Internal Doors

Following a question from Surestart the glass in the internal door to the main hall has been replaced with kite marked safety glass. All other glass has been assessed and certified to comply with safety standards.

6 Spring Craft Fayre – Saturday 9th May, 2015

A Spring Craft will take place on Saturday 9th May from 12-4pm. Admission will be free. Eleven stalls have been taken by local businesses, groups and craft producers. The committee will sell cream teas, cakes and refreshments. A raffle run by the committee should also raise funds. Various actions were decided on and allocated to individual committee members. **ACTIONS:** Committee members as agreed.

7 Treasurer's Report

Both accounts remain stable with only one fee outstanding from the previous quarter. Quarterly fees will be sent to regular users at the end of March. Credits for water rates and BT were noted. Hall Insurances will be due in June.

8 AOB:

Quotes for a partial internal repaint of both rooms, including woodwork; lobby, toilets and kitchen will be obtained. **ACTION:** Martin to ask Maria to get revised quotes.

A Front door key has been returned from Vintage Vigour.

Date of Next Committee Meeting: Tuesday 23rd June, 7.30. Village Hall Office