

**MINUTES OF COMMITTEE MEETING – 4 November 2014**

**Present:**

Martin Carney (Chair), Sarah Oldfield (Secretary), Maria & Gordon Withington (Key Holder), Susan Potter (Treasurer), Shirley Shorten (Brownies).

**Apologies:** Pat Barnes (Bookings + WI), Tobi Baker (Youth Club), Shirley Blow (Parish Council)

**1 Review of previous minutes:** These were reviewed and agreed correct.

**2 Matters Arising:**

**Carpet:** Maria contacted the carpet fitters, who will hopefully fix the wrinkles before Xmas. These arise when the piano is moved across the carpet and will continue to be an ongoing issue. **ACTION:** Martin to speak to Carole Tims about how best to move piano.

**Car Park Lease:** A fireproof box has been purchased. **ACTION:** Martin will fix to wall in office. Legal documents will then be stored safely.

**Schedule of Repairs:** Martin has figures to review for future spending.

**New Trolley for small Tables:** New trolley table has been installed in Memorial Hall. WI & SAGA have funded 1/3 each, with Village Hall providing remaining 1/3 of cost.

**Storage Requirements:** Surestart have been charged £6.50/quarter for storage from 1 May.

**Wifi at Village Hall:** Tobi has submitted an application for a grant to Parish Council for the October meeting. **ACTION:** Shirley Blow to report back on Parish Council's decision. A request had been received for the Village Hall to have a mobile phone mast on the roof. It was decided this would not be appropriate. Other village householders have offered to host masts to improve mobile network coverage, so the VH will not be needed.

**Use of Piano & keyboard:** **ACTION:** Martin to contact Carole Timms to discuss how piano can be used by other users.

**Wooden Chairs:** 64 chairs were sold on Gumtree for £10 each, raising £637.50 for funds which has been banked. A reduction of £2.50 was made for 1 damaged chair.

**Curtains:** Notices are in place and no further incidents have been noted

**External Notice board:** Martin has fitted handles.

**Fire Alarm:** Current contract with Defensor is £262.82. Some concern expressed about how the contract is being delivered and whether it was value for money. **ACTION:** Maria to investigate potential new suppliers.

**Xmas Decorations:** Martin has approached local business. Sainsbury's have agreed to give some decorations once they are in store. **ACTION:** Martin to collect. It was noted that the Christmas tree and some decorations still remain in the storage area and these will also be used to decorate the hall.

**New Heaters:** These were installed week commencing 26<sup>th</sup> August and are working well. An article was in the EDP and Norwich Evening news. New heaters will also be publicised in next SAGA and on village website. **ACTION:** Sarah will write final report to Big Lottery and promote heaters on social media and to potential hirers. It was noted that the boiler service and Gas check will be done on 27 November. **ACTION:** Maria to do a poster with details of heating times and how to use new heaters for internal notice board.

**Land Registry: Martin Carney**

Peter Jefford wishes his name taken off the Land Registry documents. Martin now has the documents needed to change this over to the Parish Clerk. **ACTION:** Martin to finalise changing the details with Land Registry.

### **Cleaner's Job: Martin Carney**

Martin confirmed Tim had decided to resign from his role at the village hall, effective from 15th September 2014. A leaving collection for art materials was arranged, which Tim greatly appreciated. The post was advertised with Francesca appointed, who has been in post two months. Martin will continue to liaise with the cleaner about any additional jobs.

**Energy Use:** Tobi still looking into green energy tariffs. Treasurer had received a letter from EoN about switching tariffs which could save £300. **ACTION:** Sue to contact EoN to switch to another tariff to save money.

**Internal Decoration:** Maria received two quotes for total redecoration of hall. However, it was felt this should wait until bookings had increased. Alternatives would be looked at.

### **3 Christmas Fayre: Sarah Oldfield/Maria Withington**

The Christmas Fayre will be held on Saturday 6<sup>th</sup> December, arranged by Sarah & Maria. Currently there are 10 confirmed stalls, one waiting for a decision. A list of actions required by the committee was circulated and these will be distributed with the minutes. It was hoped for higher attendances this year and publicising the Fayre will start shortly.

### **4 Treasurer's Report: Sue Potter**

The latest financial position was given. Quarterly hire fees were issued in October. The current account now contains £12,851, with £737.60 still to come in fees. There is £20,295.90 in the Deposit account.

### **5 Hall Hire: Martin Carney**

The Chair reported that Vintage Vigour will cease at Christmas when the organiser retires. The chair also reported that another group had also indicated concerns over the future. This will leave further empty slots in the hall hire schedule and reduce income further. **ACTION:** Martin to get details from Pat of what the potential loss may be in order to assess the likely impact to the hall funds.

Broadland Council run adult fitness session, and although their Autumn Programme is arranged, they may be interested in using the hall in 2015. It also looked likely that yoga will not be returning as the organiser focuses on her new business. It was decided to approach another yoga provider and also ask Pilates if they wanted additional sessions. **ACTION:** Sarah to send details of hall availability to yoga/Pilates providers and to Broadland Council. A new poster with details of the hall, including the new heaters has been produced to increase awareness of the hall and hopefully improve bookings. **ACTION:** Sarah to put on Village website and also social media, including local Facebook groups.

It was noted that the hall is a popular venue for children's parties, particularly at weekends, and it was felt this aspect could be promoted further. It was also noted that commercial hire rates are higher than community hire rates. **ACTION:** Martin to ask Pat for clarification about the different hire rates. Martin will also approach a needlework group to see if they want to use the hall.

It is likely that there will be a reduction in hall bookings in 2015, with implications for income. It was decided not to embark on extensive refurbishment, but to look at cheaper alternatives to keep the hall looking smart and attractive. The list of hall maintenance issues was reviewed. **ACTION:** Maria to contact C&N Decorators for quote on partial re-painting hall and to contact Geordie for Autumn tidy up of car park/garden.

### **6 AOB**

**Youth Club Break-In:** It was noted that a break in happened at the Youth Club shed, where chocolate was stolen. The Police have been informed and no further action taken.

**Date of AGM: Friday 23 January 2015, 7.30, Memorial Room, Village Hall.**