

MINUTES OF COMMITTEE MEETING – 6 MAY 2014

Present:

Martin Carney (Chair), Sarah Oldfield (Secretary), Maria & Gordon Withington (Key Holder), Shirley Blow (Parish Council), Susan Potter (Treasurer), Shirley Shorten (Brownies), Tobi Baker (Youth Club)

1 Apologies: Pat Barnes (Bookings + WI)

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

3 Matters Arising:

Carpet: The fitters have visited and re-stretched the carpet. There is still a slight bump but it is not a trip hazard. Both carpets have now been cleaned

Damp Patch: C&N Decorators have inspected the brickwork and found no evidence of damp **ACTION:** Martin will spray outside bricks with silicone spray.

Post Office: No further contact has been made from the Post Office. It was noted a planning application has been submitted to the Parish Council to turn the old sorting office into a coffee/shop/Post Office. The outcome of this application is awaited and no further action will be taken by the Village Hall.

Garden: The Youth Club has taken over care of the raised beds. Geordie has resumed trimming the lawn as needed over the summer months.

4 Car Park Lease Update: Martin Carney

Martin has contacted the solicitors for the car park lease. They have confirmed the lease was completed in July 2013, that the necessary documentation has been lodged with Land Registry and they have the deeds. Deeds related to ownership of the Village Hall are held by Eversheds in Cambridge. It was decided to hold all the legal paperwork in one place within the Village Hall. **ACTION:** Martin to investigate costs of a fireproof document box and all legal paperwork will be stored securely in the office.

5 Trustees Update: Martin Carney

Martin has contacted existing Trustees with queries regarding the village hall. The hall is owned by Salhouse 2000 as a not for profit charity. Currently there is a reserve of £20K, which has been kept to fund the car park lease and other essential repairs. The car park lease is now resolved and there is no statutory requirement to keep a large financial reserve. It was decided that some of these monies should be apportioned as part of an ongoing schedule of repairs to cover improvements/repairs/loss of income likely to be incurred by the hall over the next few years. **ACTION:** Martin to draw up Schedule of Repairs required and apportion likely costs from the financial reserve.

Four members of the current committee are willing to stand as new Trustees. These are Martin Carney, Tobi Baker, Maria Withington, Shirley Blow. **ACTION:** Martin will contact Charity Commission to make arrangements for transfer of Trustees.

6 Treasurer's Report: Sue Potter

The latest financial position was given. Invoices for the previous quarter were sent out before Easter break. The current account has almost £11K, with a further £526 received in hand. Income from new hirers is helping to cover the lost income from the Playgroup. It was noted that there has been some interest in the hall following the advertising campaign

and any new ideas for hall hire, please contact Sarah or Martin. It was noted that there is currently just over £1,000 in fees still to come in. **ACTION:** Martin to contact those users whose fees are still outstanding.

7 Heating Grant Update: Sarah Oldfield.

An application for new heaters was submitted to Big Lottery at the beginning of April. This includes new larger heaters for the main hall and replacement heaters for the small hall. The application also includes two infrared heaters to supply additional heating in the main hall and installation costs. The total applied for is £4,400. The application has been acknowledged by Big Lottery and is now being considered as part of their grants process. This takes three months and a decision is expected sometime in July. If successful, it is hoped the new heaters can be fitted during August/September. It is expected the work will be done by John Middleton. If unsuccessful, Martin will add cost of new heaters for the main hall to the Schedule of Repairs. A further update will be given at the next meeting.

8 Adjusting current heating:

It was noted that now warmer weather has arrived, the heating can be reduced. **ACTION:** Maria to contact John Middleton on how to reduce the temperature of the heaters. The timers will be adjusted for summer, with heating coming on for yoga, pilates and some evening activities such as WI as required. **ACTION:** Maria to adjust timers and review as necessary over summer months.

9 New Trolley for small Tables: Sarah Oldfield

The committee has been approached by Editor of SAGA and President of WI. The WI are having difficulties putting the small tables away and SAGA have offered to fund purchase of a trolley for the small tables. **ACTION:** Sarah to find out how much a new trolley would be and inform SAGA Editor.

10 Storage Requirements: Pat Barnes

A query has been raised about Surestart using the storage vacated by playgroup. It was noted that the new table tennis tables are now stored in this area, but there is still space for the Surestart equipment. Currently keys for storage cupboard are still with the Playgroup. **ACTION:** Martin to contact playgroup for storage keys and keys to village hall. It was agreed that Surestart can continue using the storage, provided they are happy to share joint access with Ping Pong/Youth Club for the table tennis equipment. **ACTION:** Pat to charge Surestart £6.50/quarter for storage from 1 May onwards.

11 Wifi at Village Hall: Tobi Baker

Wi-Spire can supply 8 MB broadband, using mast at Church. Installation costs are £50 and £60 for a router, with a variety of monthly charges depending on the volume of data downloaded. Youth Club are keen to have access to Wifi, and there was agreement that it would be good to have wifi at the hall for other users. At a recent meeting with Parish Councillor Heard, an offer was made to ask the Parish Council to consider funding installation costs. **ACTION:** Shirley to discuss at next Parish Council. There was a query about whether a TV licence might be needed if Wifi was installed. **ACTION:** Tobi to investigate this and also to contact other users get their feedback. It was agreed that the hall would have 6 MB download monthly at a cost of £20/month, with the costs being charged to the groups interested in having wifi.

12 Hire of Office and keyboard: Tobi Baker

Youth Club would like to use the office as a quiet space, in addition to the other rooms they use. This was agreed, provided no food was consumed in the office and it was left tidy.

Youth Club were also interested in using the keyboard. **ACTION:** Sarah to contact Carole Timms for clarification on ownership of the keyboard and if Youth Club can use it.

13 Wooden Chairs: Martin Carney

There are a number of small wooden chairs in the hall which are not being used. Similar chairs are being sold on the internet. It was agreed that these could be sold to raise funds for the village hall. **ACTION:** Martin to investigate selling chairs on ebay or Gumtree.

14 AOB:

Internal Decoration: It was noted that some areas need repainting. This will be discussed at the next meeting and added to the Schedule of Repairs.

External Notice board: New Perspex has been fitted, paid for by SAGA. **ACTION:** Martin to fit handles.

Curtains: The curtains in the main hall have stuck. **ACTION:** Martin to contact curtain fitters and get pulleys fixed and cords extended.

Buildings & Contents Insurance: This is due in June and is likely to be £700. Insurance is provided by Allied Westminster on a two year fixed deal.

Fire Alarm: Due to be tested again in May. **ACTION:** Sarah to arrange with Defensor

Keys: Two further keys have been handed in by Rainbows and Parish Clerk. These were given to Maria.

Luncheon Club: Maria to investigate setting up a luncheon club at hall and applying to Salhouse United Charities for funds.

Cleaner: No updates received from Tim.

Recycling: Sarah to arrange for a recycling bin for kitchen.

Date of Next Committee Meeting: Tuesday 5th August, 2014, 7.30. Village Hall Office