

**SALHOUSE 2000**  
Registered Charity No 1061044

**MINUTES OF COMMITTEE MEETING – 29 SEPTEMBER 2015**

**PRESENT:**

Tobi Baker, Sarah Oldfield (Secretary), Pat Barnes (Bookings + WI), Susan Potter (Treasurer), Shirley Shorten (Brownies). Shirley Blow

In the absence of the Chairman, Tobi Baker took the meeting.

**1 APOLOGIES:** Maria & Gordon Withington, (Key holder), Martin Carney (Chair),

**2 REVIEW OF PREVIOUS MINUTES, 23 JUNE 2015:** The previous minutes were reviewed and agreed correct.

**3 MATTERS ARISING:**

<b>Item:</b>	<b>Action:</b>	<b>Assigned</b>
Carpet	Martin has spoken with Broadland Youth Choir and they are happy to use a board to bring the piano into the hall. Martin has bought a piece of thin board for them to use. No problems have been noted with the carpet.	
Wifi	Wifi now installed and is free for regular users, £5 for occasional users. Passwords have been distributed to regular users. Martin will contact regular users later in the year to see how the usage is going. The Wifi will be advertised on the hall's internal notice board. <b>Action:</b> Martin to do a poster.	Martin  Martin
Energy Use	Sue will continue to monitor usage and energy bill still has small a credit.	Sue
External Storage	<b>Youth Club Shed</b> - Tobi has found people/groups who want remaining items and is process of arranging collection. <b>Brick Shed</b> – Now being used by SureStart	Tobi.
Vodafone update:	Vodafone have completed their part of the installation. BT will carry out the next stage shortly and Vodafone will then return to finish. Mobile installation should then be completed and operational. Martin and Colin McCormick are working with BT and Vodafone to ensure the installation is carried out when the hall is available and access is given as required.	Martin/ Colin
Heating	<b>Boiler Leak</b> - John Middleton examined the boiler and system as pressure continued to drop. He applied a solution to seal any minor leaks, which would appear to have worked as pressure is no longer dropping. Committee will continue to keep pressure under review over the next few weeks. The annual service & Gas Check is due to be carried out in early December. <b>Action:</b> Sarah to arrange suitable date with John Middleton. <b>Heating Controls</b> – It was reported that the heater controls can not be opened in the Main Hall. <b>Action:</b> Sarah to look at these and contact John Middleton if required.	Sarah  Sarah
Wasps Nest	No further wasps have been noted. No further action to be taken.	
Lost Property	Notices have been on display in the hall and emails sent to all regular users for lost property to be reclaimed by 14 September. As deadline is now passed, all lost property will be disposed of. <b>Action:</b> Sarah to collect all lost property and dispose of as appropriate. Any suitable items will be donated to charity shops. A notice will be made for hall and kitchen that any lost property will be kept in the office for 30 days and then disposed of. <b>Action:</b> Martin	Sarah  Martin
WI Certificates	These are in progress. Malcolm & Ann Prestwood are arranging installation	

## **4 HALL MAINTENANCE**

### **4.1 Outside Grounds:**

It has been noted that some maintenance required to grounds this includes:

- Removing ivy from top and bottom of rear fence,
- General weeding around hall front and back and around rear artificial grass
- Removing self seeded buddleias

**Action:** Sarah has offered to help with superficial weeding. It was agreed to ask Geordie for a quote for a twice year (spring and autumn) tidy up and if this was reasonable, arrange for this to take place in early Autumn. **Action:** Martin to contact Geordie for a quote and circulate to committee via email for agreement.

**Emergency Meeting Point Sign:** a new sign is required. **Action:** Martin to source and put up.

### **4.2 Internal Decorating**

Maria has reported that she has been unable to get companies to give further quotes for partial redecoration of the hall. **Action:** Maria to get quotes for partial painting, with a view to carry out partial decoration in February half-term or Easter 2016.

### **4.3 New Kitchen**

Installing second hand stainless steel units to the kitchen would be approximately £1000+. It was felt there was no demand at present for a new kitchen. Agreed to leave until a demand demonstrated or when bookings are up. **Action:** Sarah to find out what are the HSE guidelines relating to community kitchens.

### **4.4 New Oven**

The oven is showing signs of age and could be replaced. It was felt necessary to replace with a similar type of oven that is 600 mm wide with 2 shelves if possible. **Action:** Martin to source suitable replacement.

## **5 FIRE ALARM & CONTRACTS**

The fire alarm has been going off. Martin has arranged for Interserve to investigate why and carry out maintenance as necessary. It was noted that the kitchen was very hot and this may have been a contributing factor. **Action:** Keith Richings has offered to check heating settings on Monday mornings and adjust times the heating is on as weather turns colder. A new notice on how to operate the heating controls will be made for the kitchen. **Action:** Sarah/Martin.

The contract for fire alarm maintenance is due for renewal. Quotes have been received from existing supplier and fire extinguisher supplier. It was decided to combine the fire alarm and extinguishers into one contract, which was also the most competitive. **Action:** Martin to confirm new contract arrangements with Interserve.

## **6 TREASURER'S REPORT**

Treasurer presented the latest position, which continues to be favourable. The accounts are with the Auditor and should be returned soon. It was noted that the Charity Commission and PRS Music Licence submissions are due shortly. **Action:** Sue to submit these.

## **7 CHRISTMAS FAYRE**

The Christmas Fayre will be held on Saturday 5<sup>th</sup> December 2015, from 10-12 noon. This will be a mixture of stalls from village community groups, together with local crafts and businesses. Activities to support the Fayre were agreed by the committee.

- 8     **AOB**
- 8.2   **Flies:** A problem with flies at one evening event had been reported. No further reports have been received. No cause for flies has been found.
- 8.3   **Coffee Morning Banner:** This has now been found and is back in the office.
- 8.4   **Keys:** All keys are now with regular users. Any outstanding keys have been returned.
- 8.5   **SAGA:** Martin will be asked to write update for next edition of SAGA. This should include the Christmas Fayre and AGM.
- 8.6   **Trustee:** Tobi Baker has moved, and will be standing down as Trustee and Committee Member at the AGM.

**Date of AGM:  
Friday 29<sup>th</sup> January 2016, 7.30 pm,  
Memorial Hall, Salhouse Jubilee Village Hall.**