

**MINUTES OF COMMITTEE MEETING – 24 May 2016**

**Present:**

Martin Carney (Chair), Sarah Oldfield (Secretary), Pat Barnes (Bookings + WI) Maria & Gordon Withington (Key Holder), Shirley Blow (Parish Council), Susan Potter (Treasurer), Shirley Shorten (Brownies).

**1 Apologies:** None received.

**2 Review of Previous Minutes**

<b>Item:</b>	<b>Action:</b>	<b>Assigned</b>
Energy Use	Martin has reduced standing order with EoN. The Village Hall is now in credit with EoN. An Energy Price charity has sent quotes for moving suppliers and reducing energy costs on a fixed tariff. Further details were requested. <b>Action:</b> Martin to email details of switching to committee members for their decision.	Martin
External Storage	<b>Youth Club Shed</b> – This is now empty. <b>Action:</b> Martin to contact Tobi for code for shed padlock, along with letter of resignation as Trustee.	Martin
Heating	The dripping tap was due to not being switched off properly. Boiler pressure continues to be monitored and occasionally needs topping up. <b>Action:</b> Sign for kitchen asking users to switch tap off fully.	
Fire Alarm	Smoke Detectors will be changed whilst scaffold for internal decoration in place. <b>Action:</b> Martin to contact ‘Interserve’ to arrange a quote to replace all smoke alarms over several days to make use of scaffold towers. Martin to liaise on dates once agreed with decorators.	Martin
Emergency Exit Signs	It was reported that only Exterior Exit signs need to be illuminated. <b>Action:</b> Martin to check this.	Martin
Exterior Window Sill	<b>Action:</b> Martin to contact a stonemason to arrange repair	Martin
Kitchen Fire Door:	It was noted that the kitchen door is being wedged open, which should not be happening, as this is a fire door. <b>ACTION:</b> Martin to do a sign for the kitchen door.	Martin

**3 Internal Redecoration of the Village Hall.**

Two quotes were obtained, estimating full interior decoration to be between £4,000 and £4,600. **Action:** Maria to contact both decorators to see if they are available for date in early August 2016 and get date arranged.

**4 Fence at rear of Village Hall.**

A quote from a local fencing company has been obtained for replacing all panels, cutting back encroaching trees and install posts to prevent cars reversing into new fence panels. It was noted that complaints have been made about the broken fence panel. It was decided to go ahead with the fence quote. **Action:** Martin to arrange date for new fence to be installed.

**5 Village Hall Insurance**

Insurance renewal is now due. **Action:** Sue to arrange payment and Martin to update with details of annual income for trustee indemnity insurance.

**6 Queen’s Birthday Celebration Street Party -12 June 2016**

It had been suggested that the Village Hall run a tombola at the Street Party. **Action:** Martin to contact organisers of Street Party to find out what is required. **Action:** Martin to fix fence panel

prior to street party. Shirley Shorten to arrange for Brownies to do litter pick in car park before Street Party.

**AOB:**

**Window Blind:** It has been noted that the window above the small hall entrance does not have a blind. **Action:** Sarah to get a quote for a roller blind.

**Brass Band:** Pavilion Band now use the Village Hall on a Thursday evening. They have asked for a key and storage for music. **Action:** Maria to give them a back door key. Pat to offer the spare cupboard in storage area.

**Carpet Cleaning:** These will be ready for annual clean once internal decoration has been carried out. **Action:** Martin to get quote for carpet cleaning.

**EU Election:** Maria will be on holiday when the hall is to be used for EU Election on 23<sup>rd</sup> June.

**Action:** Maria to deliver key to Sue Potter to arrange opening with election officials. Maria to give Pat dates when not available to open hall.

**Key Storage:** Maria to have a lockable cabinet for occasional users. **Action:** Maria to arrange.

**Date of Next Committee Meeting:** Tuesday 23<sup>rd</sup> August 2016 7.30. Village Hall Office