

MINUTES OF COMMITTEE MEETING – 30 August 2016

Present:

Martin Carney (Chair), Sarah Oldfield (Secretary), Gordon Withington (Key Holder), Shirley Blow, Shirley Shorten (Brownies).

1 Apologies: Susan Potter (Treasurer), Pat Barnes (Bookings + WI), Maria Withington (Key Holder), Rachel Constantine.

2 Review of Previous Minutes

Item:	Action:	Assigned
Fire Alarm	Smoke Detectors need to be changed which will require a scaffold. Action: Martin to contact Interserve to arrange a quote to replace all smoke alarms using a scaffold tower.	Martin
Trustee	It was noted that Tobi Baker has resigned as Trustee. Martin has updated the Charity Commission.	
Signs for Kitchen	It was noted that the kitchen door is being wedged open, which should not be happening, as this is a fire door. It was also noted that a sign is required asking users to switch kitchen taps off fully to stop drips. ACTION: Martin to do signs for the kitchen	Martin
Rear Fence	This has been installed and reflectors attached to the posts to make motorists aware of parking bays.	
Window Blinds	Two quotes have been received. It was decided that motorised blinds would be the most suitable. Action: Sarah to contact the blind company and arrange installation.	Sarah
Brass Band	It was noted the band now have a key as regular users	
Carpet Cleaning	A quote for cleaning the carpets in half-term will be arranged. Action: Martin to get quote and arrange date for carpets to be cleaned.	Martin

3 Account Balances

It was noted that the current account remains within expected levels. No large invoices are outstanding. The decorating costs will reduce the current account balance, although it will remain within agreed levels. It was hoped that the Christmas Fayre will help to boost fundraising. Invoices will be sent out in September to regular users.

4 Interior Decoration of Village Hall

It was noted that the interior decoration is almost complete. Favourable comments have already been received. **Action:** Martin to sign off the work and arrange payment to decorator.

5 Recovering Interior Sounds Boards

A quotes has been received for new material to recover the sounds boards. It was decided to look at this again in the New Year.

6 Heating Settings

It was noted that the Fire Alarm was being triggered in early June, due to the kitchen being extremely warm. It was requested that the heating instructions and settings were circulated to the committee in case the alarm goes off unexpectedly. It was also noted that the large heater in the kitchen might be a factor in triggering the Fire Alarm. **Action:** Maria to distribute heating settings and instructions to committee members and to switch off radiator in kitchen.

7 Car Park Signs.

It was noted that since the new fence was installed, the Fire Assembly sign has not been put back up. It was also felt that there should be a Public Liability information sign for people using the car park. **Action:** Martin to put Fire Assembly Sign back and to arrange for a Public Liability/Management Liability sign to be installed.

8 Christmas Fayre.

Arrangements for the Christmas Fayre on Saturday 3rd December were discussed. Actions were allocated and a separate list will be circulated to all committee members asking for volunteers for specific tasks. **Action:** Sarah to circulate list to committee and co-ordinate arrangements for the Christmas Fayre.

9 SAGA article

Martin will write up article for forthcoming Autumn edition of SAGA magazine. This will include updates on fence and interior decoration and will also promote Christmas Fayre

AOB:

Keyholder Information: It was noted that the current list of regular users who hold a key requires updating. **Action:** Sarah to send new Keyholder Information Form to Martin. Copies will be included with September invoices to regular users.

Date of Next Committee Meeting: Tuesday 8th November 2016 7.30. Village Hall Office