

Village Hall Management Committee Meeting

21st July 2008

Members present: Judy, Tony, Pam, Luke, Jan, Freda, Emma.

Apologies: Clare Head.

Matters Arising

Fire Doors. We have received a quote from Percy to replace the rotten fire doors. £500 approximately, he will probably re-use the safety bars. We agree to give the go-ahead for him to complete the job over the Summer Holidays.

Cigarette butt bin. Luke has bought it and will put it up over the Summer Holidays.

Fire alarms. Luke will buy 4 smoke detectors, 1 for each bathroom, 1 for the kitchen and 1 for the main hall. Judy has researched Fire safety and has found we should do a separate fire risk assessment and have a named Fire Safety Officer who would be responsible for ensuring the R.A is carried out regularly.

Environmental Health Inspection. Preschool was inspected by Environmental Health. Two matters arising; the Fridge which needs replacing as the door no-longer shuts properly and a large tray of cups and saucers blocking the hand washing sink. Emma informed the management committee the door wont shut because the icebox door has come off and ice is expanding which is preventing the door from shutting properly. The cups and saucers are left over from when they where used at the May Fayre and weren't put back in the cupboard. Emma will research new Fridge prices.

New Hall Cleaner. Sue has resigned her post as cleaner of the hall. Emma will take over. All cleaning products to be bought and a refund will be given provided a receipt is kept.

Any Other Business

News form Trustees; they are in the process of writing terms of reference for all sub-committees; a draft will be distributed shortly for consultation.

The toilet seat in the ladies loo is cracked and needs replacing. Luke will buy a new plastic seat and fit it before the end of the Summer Holidays.

Millets want to use the new hall site for a camping exhibition during the summer. The new Hall sub-committee have been approached and see this as a good opportunity to raise funds for the new hall. Members raise the issue that the management committee are responsible for the maintenance on the new hall site and the booking should perhaps come through the management committee rather than the new hall committee. Jan will consult with the Trustees for clarification on this matter.

The chairs have now been moved back to their original place in the corridor between the snooker room and the kitchen. Hopefully this will make them easier to access.

The small tables have also been moved into the snooker room allowing Preschool to use the doctor's room in the confidence that no other hall users can gain access to confidential records and paper work.

Financial Report

Income - £765

Expenditure – £657.98

Next meeting: Tuesday 2nd September in the village hall @ 7.30pm