

Village Hall Management Committee

Monday 20th October 2008

Members present: Pam Howe, Luke Pead, Emma Grice, Judy Foster-Turner, Tony Brownhill, Jan Harris.

Members apologies: Freda Badger, Claire Head.

Minutes from last month agreed and signed by Chair.

Matters Arising

- Maintenance jobs, toilet seat, smoke detectors, cigarette bin; all jobs now completed by Luke.
- Floor needs attention, Emma will obtain some advice and quotes from floor specialists.
- The clock is not working properly, Emma has been trying to keep it wound but it never keeps going for very long. Luke has also tried to get the clock working but found it only went for about 3 minutes before it stopped. Pam will speak to the clock repairers again.
- Back fire doors need new hooks put on to stop them banging when open. Luke will attach new hooks.
- Junk under snooker table and from around the hall needs removing. Judy will contact local council to see if they can take it away. If not Judy will investigate hiring a skip.
- We still haven't received the full May Fayre grant and are waiting for an additional £50, Emma will ring and speak to a May Fayre committee representative about this.
- Terms of reference: We have received the draft terms of reference from the Trustees and propose the following amendments which Pam will send to John Griffin;
 - 1) We thought each heading/paragraph should be numbered and then each sub-section listed alphabetically - eg. 1(a), 4(d) etc.
 - 2) The Village Hall Management Committee
 - II. 6 members
 - III. Once minutes are agreed i.e. signed at following meeting and will be consistent with those posted on the website.
 - IV. Quorum of 3
 - 3) Financial Arrangements
 - I. Petty cash float £100
 - IV. Spend of up to £1100 - this should cover insurance increase (£900+ last year). Hence "total exceeds £???" should also be £1100.
 - 4) Responsibilities of the Committee
 - I. We would like a definition of the "village hall facility" so that we know what we are responsible for.
 - II. To read "Grant aid applications" as we do not see fund raising per se as a responsibility. Our funds are revenue from bookings boosted by various assistance such as from PC and District Councillor grants.
 - 5) Limits of Authority

"Funding applications" - first bullet point - to read "Grant applications"

- A letter has been received asking if the Management committee would like to purchase a tree and take part in the Christmas Tree Festival at the church. We discussed this and decided that unfortunately we do not think we can use hall funds for this as it is not "within our remit". Pam will send a reply.
- The Fire safety report was reviewed by committee members and it was felt that this fire risk assessment should be carried out once a year. Pam will ask Steve Bassett if he would be willing to do this for us again.
- Preschool have asked if they would be allowed to erect an outdoor shelter in the garden. The committee agree in principal but will await final plans. As long as the shelter is not attached to the hall it would remain Preschool property and be covered by their insurance. Emma will keep us informed of the progress and get approval for final plans, as plans for what the shelter would look like have not been finalised yet.

NEXT MEETING THURSDAY 27TH NOVEMBER @ 7.30 pm