

Village Hall Management Committee April 14<sup>th</sup> 2009

Present

Pam, Tony, Freda, Jan, Judy

Minutes signed off for meetings Jan 22<sup>nd</sup> and Feb 26<sup>th</sup>

#### Matters Arising

Electrical Clarification on quote of £568 has been received and agreed on. P.H. will instruct Sierra to proceed.

Fire Risk Assessment Steve Bassett has completed his assessment..

1. Smoke Alarm instructions should be displayed
2. Nomination of fire rep. This has been deferred to next meeting as Luke not present. Smoke alarms will be tested at monthly meetings until a rep. appointed.

#### Health and Safety issues

1. Hall floor needs to be re varnished, it is showing a high degree of wear and tear and is splintering in places. Emma has had some quotes for this but not present to discuss. For next months agenda.
2. Some electrical items missed the routine PAT testing. Jan suggested creating an extensive list of all items to prevent this happening.

#### Roof

P.H. to instruct Percy to go ahead with the work indicating May half term or summer break as start dates. P.H. now to pursue grants via local councillors. Tony presented a Rural Aid Fund application which Pam will action. An application has been made to the May Fayre.

#### Plumbing

All work has been completed thanks to a generous pre- school parent.

#### Electric Bill

The halls meter is currently being tested by means of another meter running in tandem

#### A.O.B.

##### Teignbridge Health and Safety Visit

No formal report has been received, however during the visit the decorative state of the kitchen was discussed and it doesn't meet required standards. It needs to be re-painted and re-floored.

##### Hole in the Wall

The hall user at the time this is believed to have happened has been contacted but no response has been received. Judy to ask Gid F.T. to take a look.

Tony raised some concerns via the Parish Council

1. lights being left on.
2. tables not being stacked correctly
3. parking issues esp. on Saturday mornings

4. garden shelter making decorating back window difficult

Re. The parking concern it was discussed that perhaps a question as to parking requirements could be added to booking form with a view to making use of the N.V.H. site. However this needs looking at in further detail and will be addressed when more pressing issues have been dealt with.

The village hall is currently in need of many repairs / improvements with obvious financial implications. Jan suggested posting a plea for help in the village diary. P.H. will action.

Next meeting Thursday May 14<sup>th</sup> hall booked.