

North Wootton Village Hall Committee
Minutes of the Meeting on Wednesday 25th October 2017 at 19:00

Present:

Lesley Cohen - Chair, Andrew Lamb - Treasurer, Antony Lamb - Bookings Clerk, Dennis Blackmore - Secretary, Doreen Taylor, Jennifer Berridge, Barry Watkins, Sarah Simmonds, Colin Smith, Bob Angell, Will Border, Keir Hughes, Bridget Nurse & Wendy Border

Apologies:

Neil Pearce

1. Minutes of the last meeting were approved
2. Aviva Community Fund. The project has, at the time of writing, 315 votes . registering gives you 10 votes so everyone was urged to vote.
3. Video: Andrew reported that he has secured the services of someone to make a short video about the Hall and our work & aims.
4. The Dog waste litter bin: a neighbour is unhappy with its current position, after discussion Lesley and Wendy agreed to meet with him to negotiate a new site.
5. Bob offered to change the locks and issue new keys (four sets), this offer gratefully accepted. We discussed the best place to site a key safe and agreed it should be near the front door where we would also hard wire a motion sensitive light. We further agreed that the key to the electricity cupboard should be added to the key ring.
6. Health & Safety: Colin offered to supply two 'Slippery Floor' signs, gratefully accepted.
7. There was much discussion regarding the role and performance of our current cleaner. Wendy agreed to establish the current cleaner's duties through the creation a check list. Paul Kerry was suggested as a replacement.
8. Deeds: Dorothy reported that the deeds were in the hands of solicitors undergoing rewriting and should be available in the next ten days.
9. Cheques are now being paid into our account although we cannot withdraw cash. Will, speaking for the Parish Council, confirmed that they could advance us cash if required.
10. Lesley confirmed that she will be submitting the application for the Norfolk Community Fund this week.
11. Neil Pearce was 'volunteered' to write the copy for the KL magazine article.
12. Lesley reported that the three most frequent requests from the questionnaire (12 responses) were for: Keep Fit, Crafts & Hobbies & Cinema. She is following up with a meeting with a cinema group in Amner. We discussed the possibility of children's Saturday Morning Cinema and questioned whether there are any grants for local community cinema.
13. Mark Stamford has offered to host a 60's, 70's and 80's disco at the Hall.

14. It was agreed that the Macmillan Coffee Morning was very successful raising funds for this good cause and gaining awareness and publicity for the project. Thanks to all who donated and took part.
15. Finance: Andrew reported that Weight Watchers have paid their account up to the end of September and that all existing hirers will be given a new agreement for the new year.
16. Bookings are up including Weddings, Christenings, Indian Dance groups, Stamp Collectors and Gilbert & Sullivan. One of our Hall's advantages is its small size compared to thers in the area; we should exploit this in our promotions.
17. Lesley and Wendy assisted at the British Legion Bingo raising £190, they plan to repeat this. We also discussed the possibility of running our own Bingo sessions.
18. Colin reported that the council have a surplus of tables and chairs and it should only require an approach to Ray Harding on our behalf by Lord Howard to secure them for us. Bridget agreed to follow up on this.
19. We will receive coverage in the November & December issue of Contact magazine.
20. We currently have quotes in for Gas fired Central heating, Plumbing (toilets) and work on the ceiling. We are still waiting for news on gas connection.
21. It was reported that the air conditioners may be running at night. Bridget agreed to contact an electrician who could meet with Barry on site.
22. We discussed the need for a fire certificate; some confusion? We have a certificate issued through to the end of August 2018 and noted in the minutes of the meeting on 23rd August.
23. Bob agreed to look into replacing the glass in the doors from the lobby with safety glass.
24. We discussed our Public Liability insurance and agreed we are over-paying. Andrew confirmed that we will re-negotiate at the next opportunity.
25. Bob confirmed he has fixed the worst of the manhole covers.
26. Will agreed to try to fix the flickering fluorescent tube before the wedding reception Saturday 28th October.
27. Lesley is in touch with Taryn Torrice who is Community Engagement Officer at the College of West Anglia regarding internal decoration. Some discussion regarding how the this may affect our grant applications, we agreed some decoration at lower levels should take place.
28. Agreements made with Community Payback (Bryan Foster) to undertake hedge cutting & clearing.
29. Colin agreed to print Hall Business Cards from Andrew's artwork.
30. Lesley suggested a newsletter, we agreed to negotiate our own page in the Parish Newsletter.
31. Dennis offered to contact local company Uptech about installing WiFi

32. Christmas Fayre: 2nd December from 10 – 16:30. Arrangements well advanced and flyers printed. There will be 15 tables (at £10each) and we already have bookings offering Fudge, Cupcakes, Sausage Rolls and Wooden Jigsaws. Christmas Trees will be on offer and there will be Owls and Willow Weaving to observe.

33. Forthcoming events Carols at the Hall planned for 16th December. Bingo in January. House to house Garage Sale. Coffee in the Hall.

Meeting closed at 21:00

Next Meeting: Wednesday 15th November at 19:00

DBB28/10/17