

North Wootton Village Hall Committee Meeting Minutes

Location: North Wootton Village Hall

Date: Wednesday 6th December 2017

Time: 19:00

Attendees: Lesley Cohen - Chair, Andrew Lamb - Treasurer, Dennis Blackmore - Secretary, Doreen Taylor, Barry Watkins, Sarah Simmonds, Colin Smith, Will Border, Keir Hughes, Wendy Border, Bridget Nurse, Bob Angell.

Apologies: Neil Pearce, Anthony Lamb - Bookings Clerk,

Matters Arising

1. The Deeds have been signed by the committee and have been sent to the Parish Council. Lesley will confirm when this is completed.
2. Lesley reported that a fire check was carried out by Bob Wise on Wednesday 13th November. Awaiting his report which may have recommendations. Please note that a certificate will not be issued.
3. Lesley confirmed that our bid to the Aviva Fund was not successful. We still have three bids currently running with The Borough Council, The National Lottery and WREN (WREN is a not-for-profit business that awards grants for community, biodiversity and heritage projects from funds donated by FCC Environment through the Landfill Communities Fund and Scottish Landfill Communities Fund.). There was some discussion regarding other grants that we may bid for and a general consensus that we should consider more fund-raising activities in the New Year should we continue to fail to attract funding.

Agenda Items

Finance Report from Andrew Lamb

1. We current have £6,663.90 in our bank account.
2. We now have a cheque book.
3. We have a good number of regular renters giving us regular income.
4. Andrew reported on some outgoing expense.
5. Andrew has written to EON regarding our existing electricity supply agreement to see if we can re-negotiate our current unsatisfactory terms.
6. We have a number of alternative insurance quotations in the pipeline; renewal is Christmas Eve.
7. The Christmas Fayre resulted in income of £612.65.

Communication

1. Neil's article for the KL Magazine was distributed for later reading and comment. Neil had commented previously that he could not guarantee inclusion of the piece in the targeted magazine; Bridget will endeavor to influence the editor who is an acquaintance. We discussed submitting the piece to alternative publications.
2. Doreen confirmed that the deadline for the January Contact Magazine is 17th December
3. Colin confirmed that the business cards had been delayed but would be printed next week.

Maintenance

1. Electrics. Barry reported that an electrical survey has been completed by Robert Brice (recommended by Keir) with only minor issues being reported. The cost of the survey was £135 and projected remedial work is expected to cost £165 not including materials. We noted that we have an offer of £200 worth of electrical components from Anglia Electrical Wholesalers. The committee agreed to proceed with the work nem con.
2. Gas & Heating. As requested Kier reported back to the committee that the option of installing air-source heat pumps was prohibitively expensive. The contractor Fourways were the original installers of our current air-con system. Discussion ensued regarding the continued suitability of the current heating system if maintained and it was agreed nem com that we shelve the idea of connecting to the gas main and use the air-con heaters for the near future. We asked Kier to investigate the cost of servicing the current system and the cost of a replacement should one of them fail.
3. Plumbing. Kier reported following a walk around with John Latus that there is an issue with the float valve in the one of the Ladies' loos and a sound but redundant boiler (with combined feedtank) in the cleaner's store room. Following discussion we agreed nem con to investigate replacing the boiler in the table and chairs store room (which leaks), with this alternative functioning boiler. The committee agreed that an estimate for this work may be approved by Lesley & Andrew. We further approved the replacement of the float valve.
4. Refuse. Will confirmed that we had approval from the council to increase the size of our bin to 120 litres.
5. Cleaning. We agreed that Lesley give our current cleaner notice (with a one-off payment of £10 in gratitude), and engage JetClean to take up the contract to clean the hall in the New Year. Proposed by Wendy & Seconded by Doreen, passed nem com.
6. Key Safe. Bob kindly agreed to donate and install the key safe. The addition of a motion sensitive light will be covered in the electrical work to be undertaken by CJM.
7. Lesley reported that the cutting back of the perimeter hedges will be undertaken in January & February (dates to be confirmed). There was discussion of how to dispose of the green waste. Bridget offered the use of 'her' truck to take the cuttings to Green World.

Refurbishment

1. Andrew confirmed that the group from CWA will paint the meeting room in the new year (date to be confirmed) Bridget kindly offered to donate the paint to be acquired from the Leyland. The committee agreed to delegate the selection of the colour to Bridget & Lesley.
2. Colin is still seeking to acquire the remaining folding tables. He reports he has one already and that there are three more possibly available.
3. WiFi Dennis reported that the next step is a site visit which he is organizing with Jason at Uptech. Jason has managed to get a free Internet connection but reports there is a charge from BT to install a new line. He will confirm monthly cost for line rental and broadband; still unsure if we can get Fibre but it looks promising.

Future Events

1. Carols at the Hall. Wendy is coordinating this event which will take place on Saturday 16th December from 14.00 - 17.00. There will be performances by the All Saints choir and the Dersingham Hand Bell Ringers (who are charging us £30 to appear). Additionally on offer: mince pies and free mulled wine for £1.50, and a tombola (prizes sought please). The wine for the mulling will be sourced by Bridget and or Will; they will liaise. Wendy will confirm to committee members from what time she would like assistance on the day.
2. Bingo (*a game in which players mark off numbers on cards as the numbers are drawn randomly by a caller, the winner being the first person to mark off all their numbers*). Wendy is coordinator. To be held on January 26th starting at 19:30. Bingo machine to be borrowed from Rachael. Tea, coffee, sausage rolls

and cake will be available to purchase. Gamblers will also be encouraged to bring their own alcoholic beverages.

3. Craft Sessions start 11th January, Yoga starts January 24th, The Allez Chic ladies apparel sale starts January 26th for two days. Dog Handling Classes also commence in the New Year.
4. Our first Disco (70's 7 80's themed) is on March 17th and will include a cash bar. Sarah is the coordinator for this. Sarah also talked about a possible regular 'North Wootton' Disco.
5. On the subject of events there was some discussion regarding issues such as the possibility of showing films and we concluded that our job was to rent out the Hall rather than become involved in and committed to also running clubs and events. Subsequent to this the committee was in favour of encouraging a Friendship Club or similar to cater for the needs of the older community who might be in need of company. It was Sarah who initially raised this. Additionally there seems to be some interest in creating a 'Friends of Wootton Village Hall group. No decisions or action were taken on these points.

AOB

1. Doreen raised the issue of the unsatisfactory condition of the toilets, which while they function are not attractive. The Committee agreed to organize a 'painting party' in the New Year to improve the toilets. Bridget once again volunteered to supply the paint. No one volunteered to be coordinator so we should confirm at the next meeting.
2. The committee all agreed that the Christmas Fayre had been a great success encouraging local people into the Hall and raising money. Stallholders seemed happy with their trade and there was a steady flow of customers including the Mayor and Lord Howard. We further agreed that the event could be even better if we can improve signage and ease of access into the Hall on the day. A special thank-you is extended to Antony Lamb for the major contribution he made to the day.
3. Lesley stated that in her opinion it was not necessary to fill the vacancy left by Jennifer's resignation and that the situation should be reviewed at next year's AGM in August.
4. During a discussion on the effective use of email it was requested that members be furnished with a list of committee members and their email addresses and phone number. Dennis will action this.

Action items	Owner(s)	Deadline	Status
Completion of signed Deeds	Lesley Cohen	31/01/18	In progress
Report back on Fire Inspection	Lesley Cohen	10/01/18	In progress
Report back on electricity supply contract	Andrew Lamb	10/01/18	In progress
Report back on insurance renewal	Andrew Lamb	10/01/18	In progress
Electrical works: update	Barry Watkins	10/01/18	In progress
Heating: update on Air-Con units replacement & service	Keir Hughes	10/01/18	In progress
Plumbing: boiler move and ballcock replacement	Keir Hughes	31/01/18	In progress

Action items	Owner(s)	Deadline	Status
Cleaning: Notice to current cleaner	Lesley Cohen	31/12/17	In progress
Cleaning: Engage JetClean	Wendy Border	31/12/17	In progress
Report back on electricity supply contract	Andrew Lamb	10/01/18	In progress
Install key Safe	Bob Angell	31/01/18	In progress
Electrical works: update	Barry Watkins	10/01/18	In progress
Trim back perimeter hedges and remove waste	Lesley Cohen	28/02/18	In progress
Painting the Meeting Room: select paint colour	Lesley Cohen & Bridget Nurse	10/01/18	In progress
Painting the Meeting Room, engaging CWA	Andrew Lamb	31/01/18	In progress
Acquire remaining folding tables	Colin Smith	10/01/18	In progress
Confirm WiFi installation plan & costs	Dennis Blackmore	10/01/18	In progress

Meeting closed at 21:00

Next meeting Wednesday 10th January at 19:00