

North Wootton Village Hall Management Committee Extraordinary Meeting Minutes

Location: North Wootton Village Hall

Date: Wednesday 10th January 2018

Time: 19:00

Attendees: Lesley Cohen - Chair, Dennis Blackmore - Secretary, Barry Watkins, Sarah Simmonds, Colin Smith, Will Border, Keir Hughes, Wendy Border, Bridget Nurse, Bob Angell, Neil Pearce, Mrs Pulsford-Harris, Chair of the Trustees of the North Wootton Village Hall

Apologies: Doreen Taylor

The meeting opened with a statement by Mrs Pulsford-Harris, Chair of the Trustees of the North Wootton Village Hall regarding the circumstances around the resignation of two committee members. In her opening remarks Mrs Pulsford-Harris complimented the committee on its achievements since forming in August 2107. She then explained that there were confidential reasons why one member tendered his resignation with another following suit. The committee was satisfied with the explanation and registered their regret that circumstances had forced the resignation of two valuable committee members.

Agenda Items

Agreement of roles and responsibilities for the North Wootton Village Hall Committee.

Following an honest and frank exchange of opinions regarding the working of the committee to date the committee expressed a desire to further formalise its activity while retaining its enthusiasm. Introducing more structure to its meetings and execution of decisions will mitigate the kind of uncertainty that led to last year's problems. The current officers accepted the definition of their roles as set out in the draft constitution document provided by the secretary. Subsequently the following sub-committees were formed of the following members.

Sub Committees

- 1. Maintenance** Bob (chair) Keir, Will & Barry. Responsible for the fabric and environs of the Hall.
- 2. Events & Entertainment** Wendy (chair). Responsible for committee organized social activity with support from other members.

Booking Clerk

Sarah volunteered to take on the role of Booking Clerk with immediate effect.

Treasurer

Bridget nominated Jose Roper to work as temporary treasurer and this was approved nem con. Bridget will be inviting an acquaintance who is an accountant and interested in the permanent role to our next meeting.

Marketing, Website & Social Media

The committee acknowledged that the departure of a committee member leaves us without someone to take on this role. Members were encouraged to consider anyone we might co-opt to carry out this role.

AOB

1. Lesley confirmed the Deeds are signed & completed
2. Lesley reported the completion of the fire inspection by Bob Wise. His recommendations will be shared and brought to the next meeting.
3. In Andrew's absence Sarah agreed to get the required information regarding the electricity supply update from him.
4. Dennis confirmed that the Insurance policy had been renewed.
5. Barry confirmed that all electrical works would be complete by the end of the month.
6. Following a detailed discussion on the merits of different heating systems the committee voted 9 votes to 2 in favour of proceeding with the installation of gas central heating while retaining the current aircon units as long as they are functional. Lesley will bring quotations to the next meeting for final approval.
7. Painting the toilets. We agreed to complete this work by the end of April if it is not affected by any grant applications.
8. The committee agreed to the boiler move going ahead at an expected cost of £150
9. Wendy confirmed the termination of our previous cleaning arrangements and the appointment of Jet Reach
10. Bob confirmed that the key box is installed and will install an additional box in the kitchen for the back door key.
11. Lesley confirmed that the removal of the surrounding hedge will commence on 15th January. Following discussion regarding possible nuisance and fire risk Keir volunteered to visit on 15th to assess the situation.
12. Lesley will follow up with CWA regarding the painting of the meeting room. Bridget agreed to supply a Mocha coloured (or similar) paint.
13. Following discussion regarding rental charges with special reference to weddings we agreed to review our charging policy at the next meeting.
14. Colin confirmed that we will have four extra folding tables by the end of the month.
15. We agreed that Will should spend up to £100 on a re-usable 'event banner' for the hall. He will also investigate and create an A3 sized parking notices to request that hirers park 'courteously and informing them of the alternative parking available.
16. The committee agreed to proceed with the installation of WiFi at an annual rental cost of £547.20

Forthcoming Event

Bingo on 26th January

Action items	Owner(s)	Deadline	Status
Circulate fire inspection	Lesley Cohen	31/01/18	In progress
Obtain information regarding electricity supply contract	Sarah Simmonds	08/02/17	In progress

Present Gas Central Heating price quotations (3)	Lesley Cohen	08/02/17	In progress
Install second key box in kitchen	Bob Angell	08/02/18	In progress
Painting the Meeting Room, engaging CWA	Lesley Cohen	08/02/18	In progress
Prepare information on hiring charges	Sarah Simmonds	08/02/18	In progress
Acquire 4 remaining folding tables	Colin Smith	08/02/18	In progress
Purchase banner & car park sign	Will Border	08/02/18	In progress
Proceed with WiFi Install	Dennis Blackmore	08/02/18	In progress
Circulate members' email addresses and phone numbers.	Dennis Blackmore	19/01/18	In progress
Electrical works: completion	Barry Watkins	31/01/18	In progress

Meeting closed at 21:00

Next meeting Thursday 8th February