

North Wootton Village Hall Management Committee Meeting Minutes

Location: North Wootton Village Hall

Date: Thursday 8th February 2018

Time: 19:00

Attendees: Lesley Cohen - Chair, Dennis Blackmore - Secretary, Barry Watkins, Sarah Simmonds, Will Border, Keir Hughes, Wendy Border, Bridget Nurse, Bob Angell, Neil Pearce, Doreen Taylor.

Apologies: Colin Smith

Matters Arising

1. New Treasurer: Bridget is to contact her acquaintance Julie Minns. Meanwhile Lesley is covering the role and the vacancy has been listed in the newsletter.
2. Fire Inspection; Report circulated by Lesley on 16th January. Recommendations to be taken up by the Maintenance Team, see action notes.
3. Electricity bills now re-directed to Lesley's address.
4. Awaiting a fourth quotation for gas central heating; consensus is 'there's no rush' as we don't yet have the funds and Spring is on the horizon.
5. Installation of second key box on hold while we investigate the installation of a Redlam Bolt on the kitchen door.
6. Meeting Room re-decoration by CWA to take place 24th & 25th February.
7. Sarah confirmed our hiring charges are in line with rates at other local halls.
8. Colin being absent could not report on the acquisition of more tables & chairs.
9. Will unfurled the impressive new 'event' banner (one of two) and confirmed work is in hand regarding the car park notice.
10. WiFi is installed & working, the password was shared.
11. Member's telephone numbers and email addresses have been shared with only Bob seeming to have been missed off the circulation list, Dennis will rectify.
12. Electrical work is complete as planned.

Reports from Sub Committees

1. **Finance.** Lesley has stepped in until we find a new treasurer. She reported that we now have two accounts. A current account with a balance of £3,526 and a refurbishment account with a balance of £5,500. We noted that we need to pay back the Parish Council monies loaned to us while we did not have access to our accounts. We also agreed to a petty cash float of £50 for the purchase of comestibles and £25 in loose change. The Maintenance Team were also granted £100 float for small item purchases.
2. **Maintenance** Bob reported that the maintenance team had been busy: The old gas heater has been removed, the water tanks changed, holes in the wall filled and a new door closer fitted. There are still a number of issues, mostly water, related to deal with in the loos. The committee thanked the team for their efforts. The hedges have been cut down as planned and the committee agreed that the

stumps should be removed and ground down. Wendy volunteered to get quotes for the work. We discussed the grass & shingle at the entrance to the hall as well as obtaining County Council funding to improve the drain. Bridget confirmed that the replacement of the windows is in hand with her contacts.

3. **Events & Entertainment** Wendy reported that the bingo session had been successful despite our prizes lacking the general grocery content favoured by experienced practitioners in the arcane ways of the game. Nevertheless we took £250 on the night which encouraged us to set up monthly sessions if Wendy's voice holds up. We did agree we wanted to keep them as 'family entertainment', encouraging children to come along. Plans are well advanced for the Disco on Saturday 17th March; already well advertised on Facebook and the website a leaflet and poster campaign is planned. Sarah issued a call for raffle prizes and we agreed to use some of the ticket sales receipts to create a budget for this. Lesley reported that her 'Three C's' morning had been well attended by a mix of ages, providing a community meeting place. We discussed the possibility of 'table top sales' and a Spring Fair.
4. **Bookings** Sarah reported brisk interest in bookings. We discussed how to improve our communication with hirers and when was appropriate to give them secure information regarding the key, wifi etc. After some debate we agreed not to rent the hall to a regular hirer for Saturday mornings as it would impede our ability to offer the hall for weddings. We also agreed to enforce hirers allotted times (reference Slimmer's World arriving one and half hours before their booked time). Sarah will suggest they move their booking to 16:30 - 21:00. Sarah also reported that Nick Carter would be prepared to provide male and female door supervisors for parties at the hall. These would be free of charge in return for advertising. We agreed to proceed with the setting up of the key box.

AOB

1. Fridge & Dishwasher scheduled for delivery and installation on Tuesday 13th February
2. We agreed to buy in some soft drinks and savoury snacks to have as stock for events.
3. We agreed to hunt out any spare paint that might be useful for the meeting room.

Forthcoming Event

North Wootton Disco 17th March

Action items	Owner(s)	Deadline	Status
Acquire two more fire extinguishers from Paramount at an approximate cost of £110	Lesley Cohen	08/03/18	In progress
Acquire and fix Redlam Bolt to kitchen back door	Maintenance Team	08/03/18	In progress
Email to Weight Watchers regarding heating & lighting	Dennis Blackmore	15/02/18	In progress
Create a reminder sign regarding heating & lights for the area near the front door	Bob Angell	08/03/18	In progress

Action items	Owner(s)	Deadline	Status
Install Key Box	Bob Angell	08/03/18	In progress
Investigate the best way to refurbish the roller blinds	Maintenance Team	08/03/18	In progress
Acquire 4 remaining folding tables	Colin Smith	08/03/18	In progress
Add a lock to the blue bin	Maintenance Team	08/03/18	In progress
Purchase/create car park sign	Will Border	08/03/18	In progress
Reimburse Parish Council	Lesley Cohen	08/03/18	In progress
Read Water Meter and submit prior to bill	Bob Angell	08/03/18	In progress
Obtain quotes for removal of hedge stumps and grinding	Wendy Border	08/03/18	In progress

Meeting closed at 21:20

Next meeting Thursday 8th March