

North Wootton Village Hall Management Committee Extraordinary Meeting Minutes

Location: North Wootton Village Hall

Date: Tuesday 27th March 2018

Time: 18:30

Attendees: Dennis Blackmore - Secretary, Barry Watkins, Sarah Simmonds, Keir Hughes, Bridget Nurse, Colin Smith, Doreen Taylor, Dorothy Pulsford-Harris, Chair of the Trustees of the North Wootton Village Hall

Apologies: Neil Pearce, Wendy Border, Will Border, Bob Angell, Gemma Cleland

Agenda & Minutes

1. Appt/Election of Chairman. Dennis Blackmore was elected chairman.
2. Treasurer. Wendy Border was elected treasurer.
3. Need to change bank mandates. Doreen to acquire mandate forms and bring to next meeting.
4. Bookings Clerk. Sarah withdrew her resignation and is willing to continue as bookings clerk.
5. Doreen also withdrew her resignation and confirmed that she would continue to handle our appearances in Contact magazine and other publications, she also indicated her willingness to distribute leaflets etc.
6. Secretary. Dorothy conformed that Rachel Curtis is prepared to attend our meetings to take minutes. Neil has agreed to take on the role of secretary.
7. Maintenance Crew -Bob, Barry & Keir will be joined by Colin.
8. Fund Raising and income streams for the hall. We discussed our various existing plans including Bingo and the Table Boot Sale. Colin volunteered to take responsibility for organising the Table Boot Sale; date of the first to be agreed at the next meeting (Sundays preferred).
9. Utilities and Heating Improvement Dorothy 'volunteered' Mr. Pulsford-Harris (Peter?) to examine our utility bills, and her son (Jason?) to give a second opinion on the heaters.
10. and general hall improvement. Much is in hand including a Meeting Room painting 'party' on 7th & 8th April. We agreed to re-visit the various quotations we had had for improvements to the lighting & ceiling; these believed to be in Lesley Cohen's possession and will be requested along with all other paperwork by Dorothy.
11. What is position with the grant application? There is some confusion over the state of our various grant applications. To be clarified with Lesley Cohen by Dorothy.

12. Co-option of new committee members. We agreed to co-opt Antony Lamb hoping he will take on an events role, and Josie Roper who will be our 'stock controller'.
13. Can we persuade Slimming World to come back? We think not but will keep in touch with them in case their requirements or position change.
14. Thoughts on charging for events and use of hall and set up prices. We reviewed and were content with our current charges.

AOB

1. We agreed to resurrect the idea of a rota for checking lights & heating after events.
2. Bridget will find out when her truck is next available to the maintenance crew to clear remaining conifer cuttings.
3. We agreed that minutes of our meeting should be published on the Parish Council Website.
4. Bridget suggested, and we agreed, that we need an annual events plan.
5. It was noted that Lesley Cohen may be yet to pay for her craft sessions; Dorothy to investigate.
6. We confirmed our intention to attract groups for older people; Contact should be a good starting point. At the other end of the age scale we discussed attraction school discos.
7. We noted that July 27th is Norfolk Day; Dorothy suggested there might be the opportunity of a link with the Parish Council.

Meeting closed at 19:30

New Date Next meeting Thursday 5th April at 19:00