

North Wootton Village Hall Management Committee Meeting Minutes

Location: North Wootton Village Hall
Date: Thursday 5th April 2018
Time: 19:00
Attendees: Dennis Blackmore - Chair, Neil Pearce - Secretary, Wendy Border - Treasurer, Sarah Simmonds - Booking Clerk, Bob Angell, Barry Watkins, Keir Hughes, Colin Smith, Doreen Taylor, Will Border, Gemma Cleland. Rachel Curtis - Minute Taking

1. **Apologies** - Bridget Nurse, Antony Lamb, Josie Roper
2. In their absence Dennis welcomed new members; Antony Lamb and Josie Roper.
3. **Approval of the minutes 15th March 2018 and EGM 27th March 2018.** The minutes were agreed and signed by the Chairman.
4. **Matters arising - 15th March 2018**
 - Potential new members Mrs Frost and Mr Vaughan - not being followed up.
 - Following an email from Dennis, Weightwatchers will be mindful to turn off the heating and lighting when they leave.
 - Rachel Curtis, Parish Clerk will forward GDPR work to Dennis for the Village Hall when completed.
 - The key box has been installed; Sarah will put keys in and give regular hirers the code. The committee agreed for Sarah to buy Pip Rippengill a small gift to thank him for being a key holder for many years.
 - Glazewing have put a lock on the bin, key to be held in the key safe.
 - Possible water leak still needs to be looked at - Bob Angell is monitoring this.
 - There is now a stock of hand soap and toilet rolls purchased by Josie the new 'stock controller'.
 - Keir has amended the letting agreement, will now forward to Dennis to review.
 - The Parish Council has not yet been reimbursed for the bills paid on behalf of the Village Hall. Wendy is still experiencing problems in changing signatories on the bank mandate. The committee agreed that 3 signatories should be listed at the bank and these should be the Chair, Treasurer and Secretary.
 - A fluorescent light needs to be repaired; it is thought that Will can get a high level ladder to the Hall at the weekend (7th/8th April).
 - Bob has spoken to Wendy Calow who is happy to do a quiz night for the Hall.
5. **Matters arising - 27th March 2018**
 - As the secretary post has now been taken over by Neil, it was agreed that he would take the minutes in future. Rachel to complete the minutes for this meeting and then pass to Neil for distribution.
 - Colin had volunteered to organise the table top sale, but felt that as Antony is now back on the committee as events co-ordinator it should be a joint responsibility. There was some discussion as to the format of this event and whether craft stalls should be invited to sell items inside. It was agreed that it would be publicised as an Indoor/Outdoor Car Boot Sale giving people the option to sell what they wanted either inside or out. It was agreed that there was not room for cars to be parked outside and those sellers would be able to unload at their pitch outside and then park their car at the Drs surgery. Colin to liaise with Antony to set a date. It was agreed that for this event to take place the conifer cuttings would have to be removed. Will said that he was happy for the green waste go on the heap on Wootton Park, Bridget's van would be available on 7th April.
 - Keir proposed that the committee instruct the contractor to clear the trees as previously agreed. Wendy seconded this and all agreed and Wendy will give the go ahead.

- Mr Pulsford-Harris will review energy consumption in the Hall and his son will look at the heating. Bob suggested that the isolation switches could be moved lower down so that it is easier for people to turn off the heaters, he will investigate this.
- Sarah said there is no need for a rota for heating and lighting checks at present as there are few hirers.
- Rachel will forward the minutes to the Parish Councillor responsible for the website for publication.
- Wendy has purchased a 2018 wall planner to create an annual events plan.
- An outstanding payment for craft sessions held by Lesley Cohen were discussed, Dennis had spoken to Dorothy and they had decided to write the debt off and draw a line under the matter - the committee agreed.
- Dorothy has all documents from Lesley and will give to Dennis.
- Holding an event for Norfolk Day on 27th July was considered. It was felt that as it falls on a Friday people may be at work which would affect the numbers attending.

6. Updates from Committees

Finance

- Wendy is still working on changing the bank mandate signatories; this has proved difficult as the bank lost the first set of documents.

Maintenance

- Sarah will send the key safe code to Jet Reach.
- The weekend of 7th/8th April will be open to volunteers to come and help paint and tidy the outside area.
- Martin Day has agreed for Sarah to print some of his photos to hang up in the Hall, he regularly contributes to the North Wootton facebook page. He is also a keen guitarist and has volunteered to play free of charge at any event.

Events

- Mark Stanford has agreed to provide a disco for a future event.
- North Wootton Academy is happy to advertise events.
- A Medium has offered to host an evening at the Hall and donate 50% of her ticket sales - Sarah will follow up.
- It was decided to hold regular Bingo on the last Thursday of the month starting 31st May, doors open at 6.30 and eyes down at 7.00pm. Doreen to advertise in Contact magazine and Your Local Paper. She will also ask for the craft session listing to be removed.
- A photographer from KL Magazine will be coming to the Hall on 7th April while volunteers are painting.

Bookings

- The Dog College have booked for several more weeks.
- The Tuesday Keep Fit may increase their hire to 2 hours.

7. Future Events

- Farmers Market - Sarah and Antony to investigate.
- Joint Car Boot Sale with Wootton Park on the field. Will said this could be considered but much later in the summer season to allow the field time to dry out.
- KL Magazine is happy to advertise events, Bridget to liaise.

8. AOB

- Dennis reminded everyone that the AGM will take place in August and will have to be advertised to give the public opportunity to attend.
- If committee members would like to be mentioned by name in the KL Magazine article please send details to Dennis asap.
- Gemma volunteered to be another admin on the facebook page and also run the twitter account with some guidance e from Dennis.
- Wendy said she would update the list of committee members.
- Keir noted that the PC would like to return to the Hall to hold its monthly meetings, however the keep fit group hire it on a Tuesday night at present.
- It is understood that the WREN grant application has been submitted. Dennis to review the stages of all grant applications and report back to the next meeting.

9. Date of the Next Meeting

Thursday 17th May at 19:00.

Meeting closed at 20:25