

# North Wootton Village Hall Committee Meeting

## Minutes

Location: North Wootton Village Hall

Date: Thursday 14th June 2018

Time: 19:00

Attendees: Dennis Blackmore-Chair, Neil Pearce-Secretary, Wendy Border-Treasurer, Sarah Simmonds-Booking Clerk, Antony Lamb-Events Clerk, Bob Angell, Keir Hughes, Colin Smith, Will Border, Barry Watkins.

1. Apologies-Bridget Nurse, Josie Roper, Doreen Taylor.
2. Approval of Minutes from 14th 2018. The minutes were agreed and signed by the Chairman.
3. Matters arising 14th May.

\* Unfortunately Gemma Clelland has decided to resign citing that she is unable to spare the necessary time that she would like to the committee.

\* Issues still arising with lights tripping out when hirers are using the hall. This may be due to a faulty light tripping out the electrics. This needs checking, (see maintenance sub-committee update below)

### **Updates from sub-committees.**

#### **Maintenance**

Electrician Bill Hanson was called in after the previous meeting to check out the hall for any issues. As mentioned there is still an ongoing issue with lights tripping out when the hall is in use. The cause is a suspected faulty light fitting which the maintenance team are to investigate. Robert Bryce (electrician) is to be called in and to confirm when a new fitting can be installed. A tower will be needed for this to be done, Barry to look into cost of renting one.

Bob and Antony are cutting the grass regularly between them. Bob brought up the need to get the front area shingled as soon as is possible to vastly improve the look of the front of the hall. Wendy to enquire from Bridget the cost and amount of gravel needed. Dennis suggested three quotes for the cost of gravel before any go ahead is agreed.

Further to the previous meeting, where the suggestion of moving the toilets was suggested, Bob stated that moving the toilets to the conference room area would mean we would not then comply with the most recent regulations.

Barry raised the issue of why the boiler is not working. Maintenance team to investigate.

Another 'Painting Day' has been arranged for Saturday 7th July with a 9am start. It was agreed not to do this on the Sunday as well.

#### **Events**

Antony reported that £316.27 was taken after the Spring Fair. A more modest profit of £48.80 was submitted after the costs of banners/flyers/food was deducted. The banners however are a one off cost and can be used for other events as they are generic in nature.

The forthcoming Farmers Market on the 21st July has so far attracted 7 stallholders which have paid their fees.

The next Table Top sale is on the 1st July. It was agreed we need to advertise these more widely to attract greater interest. Besides leaflets Colin suggested the local papers and social media such as Facebook. Dennis to contact Doreen about leaflet drops. Kier suggested putting leaflets further afield into South Wootton etc.

## **Bookings**

Sarah reported that a 1940's themed dance group are hiring the hall on Monday evenings.

Keep Fit are cancelling their Friday morning sessions from the June 22nd due to falling numbers.

The rota for checking the hall after events/hirers seems to be working well.

Kier raised with Sarah the availability of the hall for the Parish Council to hold their meetings which are held the first Tuesday of every month. Sarah to confirm availability. Sarah suggested that Thursdays may be a better option.

## **Finance**

Wendy handed out the latest financial figures to all members.

Weightwatchers still have an outstanding bill for which an invoice has been sent.

Wendy reported that all bills are now up to date.

## **Update on Wren grant**

Dennis reported that we cannot change the original scope of the refurbishment and we cannot undertake any work until all funding has been fully agreed. Wren need details by 26th July.

The grant is open until the 31st of November but Dennis to look into whether this can be extended to buy some time to get things in place.

The preference by Wren is to deal with one contractor to undertake the refurbishment and for them to pay the contractor directly. They would also like a press release to advertise the work of Wren.

The approximate breakdown of the various parts of the refurbishment are as follows:

£10,000 for new heating

£7,500 for the toilets

£7,000 for the complete redecoration of the hall

£3,000 for the kitchen

£3,200 for the ceiling and lighting.

Kier raised whether we are still looking into the proposal of moving the toilets to the conference area as discussed at the previous meeting? Dennis pointed out that such changes would prove problematic and perhaps it was prudent to stick to the original plans as it would be too much of an ambitious project to make such major internal changes. A vote was cast with all present (with the exception of Kier who abstained) to continue with the original brief.

Bob raised the pressing need to get plans drawn up of the proposed work. Dennis agreed but said we need advice on what is feasible regarding refurbishment. Sarah suggested inviting a builder to the next meeting. Maintenance team to look into this.

Dennis to enquire into how flexible the terms of the Wren grant are and to maybe see if we can 'buy' some extra time to make final decisions concerning refurbishment.

It was agreed that the maintenance team will take control of the refurbishment project, with the suggestion that Bob manages the project. Dennis to organise a separate meeting with the maintenance team to discuss a timetable.

## **A.O.B**

Will to organise the tower for light fitting to be changed, with weekends being preferable.

Kier remarked that Tony Kendall who kindly donated £100 to our fund raising pot has requested a gift aid form. Wendy to follow up.

The committee has been offered some round tables from the Rugby club which are surplus to their requirements for use at events if we need them but it was decided they are not suitable.

## **Date of next meeting**

Thursday 12th July.

Meeting concluded at 20:45.

## **A.O.B**

## **Date of the Next Meeting**

Thursday 12th July at 19:00.

Meeting concluded at 20:30.