

# North Wootton Village Hall Committee Meeting

## Minutes

Location: North Wootton Village Hall

Date: Thursday 22nd November 2018

Time: 19:00

Attendees: Dennis Blackmore-Chair, Neil Pearce-Secretary, Wendy Border-Treasurer, Sarah Simmonds-Booking Clerk, Bob Angell, Will Border, Doreen Taylor, Kier Hughes, Bridget Nurse.

1. Apologies-Colin Smith, Antony Lamb.
2. Approval of minutes from previous meeting on Thursday 11th October.
3. Matters arising.

None.

4. Refurbishment update.

Dennis confirmed that the first invoice has been submitted to Wren on behalf of Nurse Builders.

Quotes for the new entrance doors are have been submitted.

We have experienced issues with the electricity box tripping out with Bob explaining that we are running close to capacity-a quote to be sourced for an upgrade.

It was agreed to leave the roller blinds as they are and not attempt to paint or refurbish.

All work is on course to be completed for the wedding in December.

It was suggested by Sarah that once all the work has been completed we should look into having a 'Grand Opening'. Sarah suggested that perhaps Mary Cook, who was born in the year the hall was originally opened (1937) and has often volunteered to help at functions might be interested in 'cutting the ribbon'. The committee agreed this was a good idea. Sarah to enquire if Mary would be interested.

The shingle at the front is due to be completed by the 23/11/18.

Dennis thanked everyone for their help and support and said that everyone should be very proud of how far we have come in such a short space of time.

Updates from Sub-Committees.

5. Finance

Wendy handed out the regular income/expenditure reports for the committee to read.

Wendy explained there was one more month to go until the years end and congratulated the committee for how much we have managed to raise through our own efforts.

£40 has been raised through West Norfolk Wins.

£147 was raised through the bar at the Indian Food Night.

#### 6. Maintenance

It was suggested that we need instructions on the wall explaining how to operate the thermostats for the heaters to avoid confusion with hirers. Bob to look into.

Sarah enquired as to whether the heaters can be used to blow cold air in the Summer. Bob explained that they can.

Bob thanked everyone for their help during the year and reiterated Dennis's words in how proud everyone should be for all the hard work that has gone into the improvements.

#### 7. Events

Antony said that the Indian Night had been a great success. The next one has been organised for the 23rd of February and has already sold out. A third one has been put in place for the 25th of May and will include 'Bollywood Dancing'.

18 stalls have been booked for the Christmas Fair and is set to be even bigger and better than the previous year. The Mayor and Lord Howard were hoping to attend. 1,000 flyers have been printed and will be handed out around the village and the surrounding area.

It was confirmed that Christmas trees will be on sale again and the committee agreed to push for maximum sales of these.

Antony pointed out that the hall is in need of new tables. It was agreed to look into quotes for these.

#### 8. Bookings

Sarah explained that bookings continue to remain steady. We cannot take daytime bookings whilst the refurbishment is taking place due to contractors being in the hall.

Sarah will be having a meeting with the December Wedding party to ensure everything will be in place for the big day. It was confirmed they will be using the chair/table storage cupboard for warming facilities for the food at the wedding so this has to be cleared out in advance.

There is another wedding booked for July and asked whether we can do a bar to raise funds. The committee agreed to look into this.

AOB.

Bridget said new curtains should be in place before the December wedding.

Antony reminded everyone that the last Village Market of the year will take place on the 15th December.

Table Top sales will hopefully return in the new year.

Sarah asked if personal e-mail addresses can be removed from the village hall website. Dennis agreed that this should be done.

The committee agreed to get together on the evening of the 20th of December to make sure the hall was ready for the wedding on the following Saturday and members and partners would have drinks and food afterwards.

Date of the next meeting:

Thursday 17th January 2019 at 7pm.

Meeting concluded 20:15.