

# North Wootton Village Hall Committee Meeting

## Minutes

Location: North Wootton Village Hall

Date: Thursday 20th June 2019

Time: 19:00

Attendees: Dennis Blackmore-Chair, Neil Pearce-Secretary, Sarah Simmonds-Booking Clerk, Wendy Border-Finance Will Border, Colin Smith, Bob Angell, Kier Hughes.

1. Apologies-Barry, Doreen, Bridget, Antony, Donna.
2. Approval of minutes from previous meeting on Thursday 16/5/19
3. Matters arising-to be updated in Sub-Committees reports.

Updates from Sub-Committees.

### 1. Finance

Wendy reported that there were two outstanding payments from hirers and continues to chase up. Will report at next meeting.

Wendy has received a letter from Barlow and Sons concerning payments for the positioning of the electrical telegraph pole within the bounds of the Village Hall grounds. This is £32.32 per annum and can possibly be backdated for the last six years.

The contract with E.ON is ending soon for electricity supply. Wendy suggested we look into the possibility of sourcing a cheaper supplier and will look into and update for the next meeting.

Ware (Anglian Water) Wendy waiting for the outcome of possible money owed-Wendy to chase up and update at next meeting.

### 2. Maintenance

Wendy pointed out that there has been a leak in one of the cubicles in the toilets. Maintenance team to investigate.

Will suggested we have a white board put up to write up issues when they occur.

Bob reminded everyone of the upcoming 'Maintenance Day' for the upcoming Saturday (22nd June) and suggested a list of jobs that needed doing. He also stressed the need to keep on top of certain jobs such as weeding/trimming hedges etc.

Wendy said that more gravel will be ordered for the front space outside the hall on the following Friday 28th June.

No further news on the collapsed drain at the front. Will pointed out we do need to get this resolved especially as it is prone to flooding after heavy rain. Will to take a photo after bad weather as evidence of the blockage so we can approach the relevant authorities again to see if they can help.

### 3. Bookings

Sarah reported that these remain steady with several new enquiries which will hopefully develop into regular hirings.

#### 7. Events.

Friday 13th September we will host a Quiz Night with food being supplied via a fish & chip van. Wendy Callow is willing to do the quiz if we require.

The Indian Curry Night has been confirmed for Saturday 28th September with tickets selling well as usual.

A 'Pop up Gin' night is being put on by Heather Walker on Friday 6th September.

#### AOB.

Dennis updated the committee on various grants that we may be eligible to put forward for. He suggested that as a committee we sit down and discuss what we need doing the most and agree on a plan going forward.

He explained that most small grants require no 'match funding' up to £5,000. Some of the larger grants do require this so he suggested we may be better off putting in for smaller ones for specific jobs. Bob said the Maintenance team will compile a list of jobs that need doing the most urgently and update at the next meeting.

Wendy stated that the Terms and Conditions for hiring the hall need updating to require regular hirers of the hall to stick to their allotted times and also that they are required to make payment even if they do not use the hall if they have booked it and have not cancelled in good time.

Wendy handed out the North Wootton Village Hall Newsletter for everyone to view. Sarah suggested we should perhaps also deliver to the parts of South Wootton bordering North Wootton to increase interest in events at the hall. Everyone agreed to help deliver more leaflets.

Colin suggested more signs for events, particularly the Village Markets and the Bingo nights.

Date of the next meeting:

Wednesday 24th July 2019 at 7:30pm

The A.G.M will be held on Thursday 22nd August at 7pm. Committee to discuss agenda at the next meeting.

Meeting concluded 20:30