

# North Wootton Village Hall Management Committee

## Meeting Minutes

Location: North Wootton Village Hall

Date: Thursday 17<sup>th</sup> June 2021

Attendees: Dennis Blackmore (Chairman) Neil Pearce (Secretary) Wendy Border (Finance/Bookings) Antony Lamb (Events) Sarah Simmonds, Will Border, Barry Watkins, Jason Harper, Bob Angell, John Marshall-Grint, Colin Smith.

Apologies: Bridget Nurse, Doreen Taylor.

The meeting commenced with Dennis signing off the minutes from the previous meeting held on 13/05/21.

### **Matters arising:**

The proposal for the new porch at the front of the hall has been approved by the Parish Council. It was suggested by Dennis that we canvas the opinions of the general public at our forthcoming village market. Dennis has written and printed off flyers for people to read and respond to, either by filling in the comments section on the sheet, or via e-mail to the village hall website. Antony suggested that the two fire doors be changed to glass. The committee agreed to look into this.

Bob and Barry informed the committee that they have plans in place to fit the storage cupboard at the rear of the building.

Water-heater- Barry explained that we intend to fit a new one on the wall in the kitchen. Bob is to get a quote from an electrician for the work to complete this.

De-Fib-It was proposed by Bob that we can fit this to the side of the outside wall of the hall. No objections were raised and all in agreement.

Coffee Mornings-The Rev Nash has spoken to Wendy about the proposed use of the hall to hold community coffee mornings organised by the local church. Wendy stated she is still waiting for a confirmation that this will go ahead as planned. John Marshall-Grint offered to speak to the Rev Nash as a reminder.

Cleaning of the hall-Wendy informed the committee that we now have new cleaners in place. The company is Phoenix Cleaning Services.

Proposed new Village Hall notice board- Will shared with the committee two designs for the new notice board. Dennis suggested we go with the larger of the two. A show of hands of this option was requested and all agreed unanimously. Will said that this should take around 4-6 weeks for completion. The approximate cost is £2,300.

## **Updates from Sub-Committees:**

### **Finance:**

Wendy handed out a copy of the accounts to all present. She explained that the figures show that financially we are in rude health.

Wendy stated that a large sum was taken from the account (£3,859) from our electricity supplier which has been questioned as a potential overpayment. Wendy to follow this matter up with the supplier. Bob made the suggestion that we should have smart meters fitted to monitor usage more accurately. The committee agreed and Wendy is to follow this up and report back at the next meeting.

Wendy informed the committee that Yoga class have paid for their full term.

We have received a £500 donation from the Parish Council for the forthcoming VJ Day celebration which was postponed from last year due to national lockdown restrictions. The chairman and committee passed on our thanks to the PC for this very generous contribution. The members of the committee who also sit on the PC will thank them personally at their next scheduled meeting.

We are still receiving a steady income from the West Norfolk Wins lottery.

Wendy explained she is seeing a steady increase in using the hall for events and for use by hirers and will update with any confirmations at the next meeting.

We have had one cancellation for a Christening and they have been fully refunded.

### **Maintenance:**

The interior painting of the hall has now been completed. Wendy will thank Nurse Builders personally and it was agreed by all to send them a Thank You card in recognition of all their hard work.

Nothing else to report as other items were covered in 'Matters Arising'.

### **Events:**

Antony reminded all present that we have the Village Market this forthcoming Saturday (19<sup>th</sup> June). He explained that the response from the public was very encouraging at the previous market and it is hoped that we will continue to go from strength to strength. He also explained interest from stall-holders is still very good and that we have some different ones attending including one selling dog supplies and another with pottery.

Antony stated that plans for the VJ Day celebration are all going well and it is hoped this will go ahead all being well with the lifting of restrictions.

### **Bookings:**

As explained earlier Wendy stated that we are now starting to ramp up in terms of hirers. In August there are scheduled Baby Massage classes (Baby Bees) running for an initial 10 weeks on Wednesdays from 12:30-15:00. Adele who runs the Yoga classes is returning, ukulele classes will commence from next week and also a coffee morning for the Guide Dogs Association. Private bookings and requests for parties are continuing to come in.

### **Future Events:**

Already covered previously in the meeting.

### **AOB:**

Storage racking has been fitted in the room next to the disabled toilet by Bob. The committee thanked Bob for all his hard work and the time he has given up to complete this. Sarah said she will go through the present storage cupboard and remove anything that we no longer require and transfer the remaining items onto the new racking. She also has purchased a childproof lock for this which will be tested after the meeting.

Will has had a request from the PC via Rachel Curtis to enquire as to whether we are agreeable to store the PC records (going back over a hundred years) in a fireproof cabinet in the storage room where we keep the tables and chairs. The committee agreed that this would be possible and Will to report back at the next meeting about arrangements for this.

Wendy reminded the committee that our Terms and Conditions of use for the hall by hirers need to be updated to reflect our recent grant of an alcohol licence. It was also confirmed that hirers cannot sell alcohol on the premises themselves. The licence does not cover private hirers and if they wish to sell alcohol at an event they must apply for a temporary licence and hire their own bar.

**Date for the next meeting:**

Thursday 15<sup>th</sup> July 7pm

Date for AGM: 26<sup>th</sup> August 7pm

Meeting closed at 19:45.