

North Wootton Village Hall Management Committee

Meeting Thursday 23rd September 2021

Apologies: Bridget, Doreen, Jason, John.

- 1 Approval of minutes by the Chairman of the AGM and regular meeting both held on Thursday 26th August 2021.

- 2 **Matters Arising**

We are waiting for confirmation of the arrival date of the new notice board. Will informed the committee that this will be around mid-October. The De-Fib still needs putting in situ on the side of the hall and again we are hoping to have this completed around mid-October.

The cabinet for the Parish Council records has been delivered and this will be assembled in the cupboard where we stack the tables and chairs. Once in place Rachel Curtis, secretary for the PC will arrange for the records to be moved to the hall for safe storage.

The water heater still needs replacing. Bob to follow up and update at the next meeting. Wendy stated that a good time to get this put in would be on Friday 15th October after 11:30am when the hall is not in use.

Bob handed around the proposed plans for the new porch to the other members present. It was stated by Will that if the PC put in the application to have this work done rather than the committee we may qualify for a reduction in costs. Dennis stated that we would ideally like to have this completed by the early part of 2022. Bob to arrange three separate quotes for the work needed.

Dennis asked whether there was any update on the proposal to hold Quiz Nights once more? Antony said that he was working on arranging this and will update the committee at the next meeting.

Wendy said we have increased our deposit for hiring the hall to £50 during the week and £100 for Fri/Sat/Sun.

Wendy and Dennis said that we have now hired a regular cleaner/caretaker who will clean the hall after any major events or functions. Regular hirers will still be expected to clean and leave the hall in an acceptable state after they have finished using the facilities.

Antony has been in contact with the Pizza man who sells his produce outside the front of the hall on Saturday afternoon/evenings. We have previously had a few complaints from local residents regarding noise pollution caused by his generator. We are trying to resolve this to everyone's satisfaction and Antony stated he will report back with an update regarding this at the next meeting.

Sarah raised the issue with the oven tripping out on several occasions. It was agreed to get an electrician to check and repair the fault.

It was proposed by the committee to have a cycle rack installed at the side of the hall in a previous meeting. Bob handed around to the committee an example of a design and it was agreed to go ahead with this.

3 Updates from Sub-Committees.

Finance

Wendy handed out copies of the latest accounts to all the members present. She reported a good level of bookings recently and that our accounts are looking healthy.

A new window cleaner has been hired who will clean both the inside and outside of the windows on a regular basis. Extendable dusters have also been purchased to help clean the walls and ceilings inside the hall.

Kitchen supplies and a new diary have also been purchased.

Wendy reported that we have received a £50 rebate after a complaint made about a previous bill which was incorrect. We are also receiving a steady income from the 'West Norfolk Wins' lottery.

Maintenance

Bob proposed another 'Maintenance Day' with committee members helping with odd jobs around the hall. It was agreed that Sunday 24th October would be a suitable day to do this. Will suggested that perhaps we could have a maintenance day every Sunday after our monthly Village Markets. This is TBC.

All other outstanding maintenance tasks were covered in Matters Arising.

Events

Antony reported that the previous Saturday's market was successful and well attended.

He confirmed that the 'Indian Curry Night' will take place on 23/10/21.

Antony thanked members for donating tins for the Christmas raffle hampers and for the next meeting if we could donate bottles for the next meeting.

Antony stated we need to purchase an outside Christmas tree for the hall and this was agreed by all. We may need to purchase some new outside lights for this as one set failed last year. Bob has said he will look at these to see if they are repairable and if not it was agreed by all that we should buy a replacement set.

It was also agreed that we will use the Christmas pallet trees once again to advertise the Christmas Fayre and markets leading up to the festive season. It was also suggested we could use these to have a 'quiz trail' around the village.

Bookings

As previously mentioned Wendy reported that we are now getting a steady stream of bookings for the hall.

She also reported that 'Sugarcraft' have now booked up for the next few months.

4 AOB

No other issues raised as covered in Matters Arising.

5 Date of next meeting

It was agreed that the next VH Committee meeting will be held on Thursday 21st October at 7pm. Any apologies please forward to Neil prior to the meeting.

Meeting concluded 20:09.