

MINUTES OF A MEETING OF THE FRITHELSTOCK VILLAGE HALL MANAGEMENT COMMITTEE

22 FEBRUARY 2017 AT 7.30PM

Present: Adrian Green (Chairperson), Michael Stokes, Marcelle Paton-Smith, Peter Hutchings, Arthur Poole, Jean Short, Derek Raymont, Mackie Poole.

In attendance: Colette Henerty (Treasurer)

1. **Apologies:** Mel Goldman (Vice-Chair), Ruth Blake, Gale Riddel, Roger Hunkin, Eileen Brown, Maureen Poole, Lizzy Hunkin.
2. **Approval of Minutes of 28th January 2016:** The minutes of the last meeting were approved.
3. **Matters Arising:**
 - a) Trestles for long table. Mike Stokes reported that the new noticeboards were on order but not from anyone local so that shouldn't influence decision on who could make trestles.
 - b) Training sessions. Insufficient interest had been expressed in First Aid training to make the cost feasible. Computer training sessions by Mark Goldman attracted 6 people and there was no intention to run further courses unless someone can generate further interest.
 - c) Lockable external post box. To be decided once new noticeboard is placed on external wall and amount of available space determined.
 - d) Hand- dryers had now been installed. Mentioned that air seemed to be cold. Adrian to check manual and settings. Not proposed to put in disabled toilet as very infrequently used.
 - e) Other electrical jobs. All minor jobs done except sensors on external lights. These will be done when full electrical certification is done as 5 year time period is up. The Emergency Lighting had not come on during the power cut at Xmas function because the switch was in the wrong position and this has now been corrected. The air source heat pump isn't working. Adrian will liaise with Mark Goldman as to whether it is worth repairing as a new part will be £300 + labour to fit and no guarantee that it will solve problem.
 - f) Laundering linen chair covers and table cloths. It was agreed that they must be laundered by hirer and that £1 per item would be reasonable hire plus a deposit in case not returned in good condition.
 - g) Roof repairs. Scaffold was still up but work not done. Adrian will give ultimatum that if it is not completed we will look elsewhere and the roofer will have to pay scaffold hire. Decorating outside and in was done according to estimate. There is still additional internal paintwork to be done, eg door frames etc. Agreed that it was worth doing and estimate to be obtained.
 - h) Car park wall. Bryan Hutchins agreed to do it when he has time. More clearance of ivy required first. Adrian tried cutting ivy back which only partly worked so it may need a good dose of weed-killer.
 - i) Main car park surface. Best option will be to top up existing gravel and compact as cost of tarmac for the area would be prohibitive.

- j) Off-site storage. Various options have been considered and prices monitored for a shipping container/portakabin to be placed on the Playing Field. The average has been £2,000 + delivered. Will be raised with Playing Field Committee as consent required plus they may have items to store.

Discussion ensued as to possibility of extension to the Hall to create a new committee room and extra storage. It was agreed that a room would need to be twice the size of the former committee room (now used for storage) to be worthwhile. Adrian to investigate options.

4. **Caretaker:** Agreed to continue to treat Maureen as self-employed for HMRC purposes. Agreed to increase amount paid annually, which has been same since 2010, to £1,000 but ask Maureen to monitor her hours to see whether this is still reasonable.

Also need to liaise with Parish Council on someone to do small amount of grass cutting and weed-killing in car parks in conjunction with contract for grass cutting at the Village Green.

5. **Requests from Maureen.**

Maureen had a list of minor requests which Adrian had agreed to as cost in total less than £100 for such things as drain covers; new bins in toilets; move BBQ; replace blind in ladies toilet etc.

6. **Other projected or requested expenditure:**

The problem with the floor rising slightly in the Main Hall to be monitored. It may be due to the floor sealant restricting the slight expansion needed. Otherwise a professional eye will be needed to look into the problem.

Acoustics. Comments were made again that it is difficult to hear in the Hall. Adrian had contacted a company in Torrington for advice on acoustic baffles but they had since ceased trading. Option of a suspended ceiling to be explored.

7. **The Bar.** The Clinton Arms has closed but the Village Hall cannot act as an alternative to the Pub. There has to be a connection with fund-raising events and turnover has to be kept below a certain level, otherwise necessary to form a taxable trading subsidiary company.

8. **Entertainment Committee report:**

Marcelle gave a report (appended to these Minutes) which detailed the success of the 5 events organized by the Entertainment Committee in the year.

9. **Financial Information from the Treasurer:**

Colette stated that the adjusted balance of the Village Hall current account is £13,100. In addition we are £200 in credit with EDF and have not yet received a donation this year from the 50 Club or the Parish Council. There is also a guaranteed amount of £500 to come from hire of marquee etc for an event to be held at Colette and Adrian's farm. Finances are therefore in good order.

10. **A.O.B:** There was no other business.

12. **Date of the next meeting.** To be agreed after Annual Parish Meeting to see what issues arise.