

Frithelstock Village Hall
(Registered Charity No. 300838)
Minutes of the Management Committee Meeting
20th February 2013

Attendees:

Adrian Green (Chairperson), Sylvia Debnam (Treasurer), Derek Raymont, Mackie Poole, Maureen Poole, Arthur Poole, Peter Hutchings, Mike Stokes, Sheila Weeks, Gale Riddell, Myra Bowman (Minutes)

Apologies:

Melanie Goldman (Deputy Chairperson), Jean Short, Eileen Brown, Chunky Hunkin.

Adrian then asked if there was any corrections to be made in the minutes of the committee meeting held on 18.07.2012. Gale Riddell's surname had been misspelt in one place. This was altered in the Minute Book records. The minutes were then agreed and signed by Adrian as a true record.

Matters Arising

1. Playing Field Committee Representative

Adrian welcomed all attendees and explained that John Vickery, ex Playing Field Representative has died. The Playing Field Committee has appointed a new representative who is Terry Warrington, however the Village Hall Committee have not been officially notified of this hence Terry was not invited to this meeting.

2. Governance Issues

Adrian informed us that according to the Village Hall Constitution, dating from days when the hall was an educational establishment i.e. a school, Lord Clinton's agent should be asked, as a courtesy, about changes re members that need to be made by the hall management committee. Adrian will write to the agent for agreement on:

1. The need of the committee to be able to have a representative from each group of hall users on the committee.
2. The management committee having the power to decide how many representatives from user groups are on the committee.

3. Annual General Meeting

1. Our Annual General Meeting will take place as part of the wider A.G.M. as set by the Parish Council for 16.04.2013.
2. The constitution states that the Village Hall Committee must have one meeting a year open to the general public. The A.G.M. will count as that meeting.

4. Faulty Overhead Heaters

The July 2012 minutes stated that Glyn Brown has quoted £190.00 + VAT to replace like for like. This quote was for one heater. Three new heaters have been installed. £606.00 + VAT

has been paid to Glyn. It was agreed to put in one more new heater as the new heaters are much more efficient than the old ones.

4. Hall Maintenance

The floor in the Skittle hall has been varnished. Adrian offered to provide a dehumidifier to go with the one now in use. Discussion then ensued re PAT testing of electrical equipment. There are no signs of this having been done in the Village Hall. Adrian will address this.

5. Minor Maintenance

The buffer wood in the store room is still to be done.

6. Group Photo Lights

Glyn has been unable to match the lights which go over the two group photos. After some discussion it was agreed to leave the lights as are.

7. Website

Richard Joseph and Adrian have revamped the Village Hall pages of the website. Photos are needed of events to add visual interest.

8. Side Garden

A 'No Dogs' notice has been erected; another one is to be put by the hall entry door.

9. Entertainment Committee Items

1. The planned **Gazebo** has not yet been done due to an excess of rain. The polycarbonate sheeting is too expensive. It is thought that a pop-up gazebo might be a better proposition. We are waiting to hear from the Entertainments Committee on this.
2. The **Retro Night** was a success.
3. The main hall **audio speakers and the lights** are affecting each other due to the placement of the speakers. A proper sound system is needed with speakers placed in a lower position. It was agreed that £600.00 will be allocated for this. The loop system for the hard of hearing needs to be incorporated within the new sound system.
4. The **End of Financial Year Quiz** has been arranged to take place on Friday 22nd March. It was proposed to move this to Saturday 23rd March as it may be better supported on a Saturday evening. Adrian will check if this date is available.

10. Playing Field Committee

There has been no update about the Treasure Hunt which took place on 28.08.2012.

11. Improvements to the Village Hall

There is a leak over the entry door which is caused by the asbestos roof.

Solar Panels:

Solar panel firms will not install panels on an asbestos roof. If we decide to have solar panels then the asbestos roof, which is on the south facing side of the building, may need to be tiled. The north facing hall roof has already been replaced. Adrian will look at grants and costs. He will also look at different types of heating from solar panels to hot air, and speak with Terry Warrington and Mark Goldman regarding this.

Kitchen Enhancements

1. Adrian has applied for a grant from the Balsdon Trust to cover the costs of a **new cooker and dishwasher**. The Trust has granted £2000.00 for these items. A sub-

committee of Eileen, Maureen and Adrian will choose the items. Myra will provide a Nisbets catalogue when the next one is sent to her.

2. The **cupboard shelves** will be dealt with after the new items are installed as the installation of these will probably take up space which will impact on the shelving.
3. Glyn will check out all the **cooker electrical needs**.
4. The **glass cups and odd plates** have been disposed of.
5. Melanie has purchased the items as per the previous minutes.
6. It was agreed that **condiment sets** should be stored in an air tight box.

Secretary

Adrian asked if any of the committee members present would like to take on the role of secretary when Myra leaves the post. There were no takers. Adrian then informed the committee that Lizzie Hunkin has agreed to take on the position for two years and that he has someone else lined up to do the job after that.

The Charity Commission Annual Returns have been done.

The village Hall will fund a memory stick for Myra to put all Village Hall computer records onto, providing that Lizzie has the means to use it. Adrian to check with Lizzie.

Annual General Meeting and Committee Positions

All present agreed to stay on the committee in the current roles for and after the AGM, apart from Myra.

Key Holders

It was agreed that a list should be drawn up of Village Hall Key Holders. Those that could be thought of at the time are:

Adrian Green	Maureen & Arthur Poole	Nick Bond
Eileen Brown	Melanie & Mark Goldman	Ruth Ward (WI)
Jean & Michael Short	Mike Stokes	Sylvia & Glyn Debnam
Mackie Poole	Myra Bowman	

Rowing Ladies

The Rowing Ladies would like to raise money for a local cause. The local cause has been suggested as Defibrillators. The Community HeartBeat Trust has a model for putting on the outside of a building with a number key lock. The key lock number can be given, to someone phoning in, by the Ambulance service.

Adrian will get costs of charging up the defibrillators. It is thought that the cost to purchase is in the region of £1,600.00 - £1,900.00. This amount includes servicing. It was agreed that the Village Hall Treasurer will look after monies raised by the Rowing Ladies.

Portable Toilets

Steve Beer and Steve Hunkin have acquired two portable toilets for the Village Hall so that it is not necessary to hire them for outside events. The costs have not yet been reported back to the Committee.

Treasurer's Report ~ Sylvia

The Village Hall has £11,778.05 which includes the £3,750.00 for the Bus Shelter.

The performing music license has gone up in cost.

The Bar has brought in £2,262.00 so far.

Hirings of the hall have brought in £2,526.00 so far.

Mackie informed the committee that the Bus Shelter has been ordered today. The aim is to have it up in a month's time. It will be situated on the pavement as the local council has now agreed to this positioning.

Any Other Business

1. The editorship of the ***Frithestock Prior*** is now with Judith Seaman. Judith does not have an internet connection or email therefore needs all contributions on paper.
2. Arthur reported that the ***car park boundary wall*** has fallen down in two places. Adrian will get a quote to having it repaired.
3. Maureen spoke of the ***rear wall of the hall*** is in need of being cleaned on the higher sections.
4. The rowers are ***marking the hall floor*** with their rowing equipment.
5. Adrian said that he will be ***unavailable for the Annual General Meeting*** on 16.04.2013 therefore gave his apologies now. He also ***thanked Myra*** for the work she has done on behalf of the committee.

Meeting ended 9.10pm