



**Minutes of the Village Hall Management Committee Meeting held on  
Tuesday 14th January 2014 at Worth House**

**Chairman** Nick Viney  
**Treasurer** Hugh Cochrane  
**Secretary** Tim Arnold

**Committee Members Present**

Jerry Burden, Tim Hoad, Jack Ross, Richard Sandham, Adrian Wood.

**1. Apologies** - Jenny Hynan, Charles O'Reilly.

**2. Minutes of the last Meeting**

Minutes of the previous Management meeting on 31 Oct 13 were circulated and agreed.

**3. Matters Arising**

a. The list of hall keys needs updating, NV agreed to do this.

There were no other matters arising that were not subsequently addressed in the Agenda.

**4. Committee Members and Roles**

a. Bookings roles were confirmed: TA to manage online and phone bookings and collect payments, NV (assisted by TH) to act as Caretaker, showing hirers around and arranging clng as required.

b. One vacancy therefore still exists for Caretaker in due course.

c. Another PCC rep is needed; TH will ask Dick Bellis to see if he will take this on.

d. Sarah Magill has also expressed some interest; NV will ask.

e. TA will also ask Nathalie Tayton and Louise Gough, both possibly for the Ents Ctte.

f. Mandy Shanks and her partner might be candidates; NV will ask them.

**5. Treasurer's Report**

HC outlined the Treasurer's Report (attached) and the following points were considered:

a. The balance sheet was agreed; no issues.

b. There has been some decline in 'Parties' etc. TA to revamp the Dubber ad, and promote hall hire through the new website.

c. PASH has been our best customer, generating around 50% of the hall hire income.

d. TA to bring Hallmaster Pie charts to the next mtg showing trends.

e. The working reserve should be double the annual income +/- 10% to allow some leeway and avoid us having to recalculate annually.

**6. School House**

a. JB reported that the damp was no longer a problem.

b. The tenants have requested that the trees are left as they stand.

c. The front door needs painting.

**7. Refurbishments**

a. The emergency exit lights are not illuminating when the power is off. Julian Harris has quoted around £220 for the work; this was approved.

b. AEC Electrical have checked the fire alarms.

c. Lighting in the committee room is the next to replace, with full LED strip lights as in the main hall.

d. Softer lighting should be additionally considered throughout - in the main hall and committee room - to make the hall more suited to weddings and parties when full fluorescent lighting is too bright. After some discussion it was decided that Julian Harris should be asked to visit for an extra meeting in the hall to look at options. HC agreed to set this up.

## **8. Maintenance**

- a. JB will talk to Pete to arrange painting the outside, including School House door.
- b. The shed needs a working party in the spring to repaint and possibly re cover the roof. JB has a spare tin of Cuprinol type stuff.
- c. NV will talk to the Batups to discuss bins once the actual cost of the new bins is known.

## **9. Website**

The Village Hall website is now completely revised and available. TA asked all present to check it for errors.

## **10. Hall Bookings**

- a. TA to consolidate bookings and send regular updates to NV and TH so that the hall can be better prepared for each user.
- b. JR asked that a list of planned future events is included on the Agenda of the Mgt Cttee in future to inform those that do not attend Ents meetings.
- c. The Winter Wassail was discussed, with a few points to carry forwards to the next Ents Cttee meeting on 21 Jan:
  - Very good event and a good fundraiser.
  - Good wine, nice tarts but the cold meat was a bit dull
  - Too close to Christmas Day
  - Programme too 'highbrow'
  - Less Shakespeare, more entertainment please
  - Everly Brothers and Lewis Carroll items provided light relief
  - NV to ask JV and LH for further points

The above are a selection of points from individuals, not necessarily a collective view.

## **11. AOB**

- a. NV reminded re the use of a 'welcome pack' to encourage participation from new arrivals to the village. It was decided that the VH Newsletter serves this purpose and need not be duplicated. All that is needed is a nice handwritten card (one of Janine's suggested) which can be delivered to new arrivals. NV agreed to take this on; TA will supply the cards. All to info NV of any new arrivals.
- b. TH will ask John English to rebuild the notice board.
- c. It was agreed that the use of the VH 500500 number could be shared by the PAW helpline, with a 50:50 split in costs. TA asked for the festival to be invoiced 6-monthly.
- d. It was decided that a new, HD barbecue should be purchased for the Fête and for use on other occasions, and offered for hire. RS will buy one. Storage location might be in the electricity cupboard.
- e. TA agreed to weed the old filing cabinet assisted by JR and HC so that it could be disposed of.
- f. After the success of a larger Xmas tree in 2013, it was agreed that a 16' one should be ordered for 2014. TA will sort this out.
- g. It was agreed that measures should be taken to restore the Worthy Bed to its original state. TA will seek advice from Sandra Brown regarding the proper authority and funding.

## **12. Date of the next Meeting**

The next meeting is planned to follow the AGM on Tuesday 15th April.

Tim Arnold  
Post Office Cottage  
for Chairman

16 Jan 14