

Worth Matravers Village Hall Trustees Meeting – Minutes

Date: Tuesday 3rd July 2018

1. Attendees/Apologies

Attendees: Claude Bonfanti (CB), Hugh Cochrane (HC), Maggie Hardy (MHa), Mark Hill (MHi), John Hynan (JH), Rob Lobley (RL), Jack Ross (JR), Helen Stewart (HS), Nick Viney (NV)

Apologies: Charles O'Reilly, Dawn Cosh

2. Minutes of last meeting. Matters arising.

No website quotes had been obtained but agreed that website needed improving to publicise events and there was not enough in-house knowledge. Outside help would be pursued. JR to contact Bernard and ask Dawn to check out her contact.

Fran's booking was now agreed.

Jerry Burden's team had been to investigate potential leaking at the School House and there were no signs of leaks but this was not surprising as there had been no rain for a considerable period. A further visit will take place next time there is significant rain.

EU data protection rules were briefly discussed but it was thought that no further action was required as long as e-mail recipients are able to unsubscribe at any time.

Encombe water works walk will probably take place in early September. The date is not yet fixed but will probably be on a Saturday to maximise attendance.

3. Updates

a) Dishwasher – believed to be fixed. A new external water softener was required.

b) Fire Alarm

- quotes had been reviewed. Consensus was that we should proceed with Harris. MHi to give Harris the go ahead.

- maintenance of Fire Extinguishers – to go ahead with Jerry Burden.

c) AV System

CB gave a comprehensive review of his findings so far. He advised that he had received input from Peter Handy and Tim Arnold. The project covered either the purchase of a full AV system or a lower cost fall back solution. 3 vendors had provided quotations and there was little to choose between them in terms of cost. The full system would be about £5k and a fall back solution would be about £2k.

The meeting agreed that we should proceed with the full AV system and CB was given the go ahead to award the business to the project team's preferred bidder (probably CPS) following a final meeting to be held shortly. CB was thanked for his work on this.

d) School House – see above

e) Defib (Training and Signage)

MHa brought signage that could be used to advertise the location of the defibrillator in the village. Suitable locations for the signs (such as Square & Compass, village hall, parish notice board) were briefly discussed.

Training on use of defibrillator will be held on 13th July in Emmanuel Baptist Church, Swanage at 7pm. A further training session will probably be held in September (MHa to advise).

f) PC Communications – no update

g) Outside Lights

HC advised that lights/sensors should be fixed shortly (6th July). At least two of the lights need replacing.

4. Future Events

a)PASH (13th July – 18th August)

This was on schedule with marquee due to go up on 11th July. NV advised that there should be a viewing party on 13th July starting at around 6pm and lasting a couple of hours.

b)BBQ on the Green (25th August)

This was progressing well. Some concern was expressed about insurance cover for the event. It was advised that as this was a village event it was covered by our insurance. JR will continue with publicity for the event. Believed that beyond 30 tickets sold a profit would be generated which will be donated to the Townsend Centre in Swanage.

c)Encombe Water Works Walk

– see above.

It was suggested that after the walk a meal should be arranged at The Scott Arms with the hosts as our guests, which would of course add a small amount to the cost of our meal.

5.Booking Secretary Feedback.

MHi advised that at first the task seemed daunting but after a while became easier. One of the main problems encountered had arisen when he was locked out of the google calendar. It was suggested that all trustees should have a link to be able to access the system. MHi believed that Tim Arnold may hold some of the codes/passwords that restricted or enabled access. NV will contact Tim about such codes/passwords.

6.Secretary's previous roles

a)Minutes/Agendas

Minutes to continue in rotation – so far Helen, Dawn, Mark, Rob

Agendas – NV to continue

b)Hall Bookings

RL will not be returning to Worth until second half of August. MHi graciously agreed to continue until then.

It was agreed that back- up is needed to cover RL for holidays/other absences

It was believed that deposit of £40 was necessary to cover any potential cleaning post event. This would cover the cost of Sparkle should they need to be called out following an event/party. It was noted that washing up is not included in cleaning and hence hirer needs to turn on the dishwasher 1 hour before hirer needs to commence washing up.

c)Website – see above

d)Events – no new events apart from the above are planned yet. NV will check with Tim Arnold whether he wishes to organise a Christmas event this year.

e)Publicity – JR will continue in this role for the present.

7.Finance

JH was thanked for circulating the Treasurer's report Jan-Jun 2018 and in particular for the commentary explaining the situation and any changes from last year.

8.Village Hall Induction

Induction would precede the next trustees meeting – see below

9.AOB – there was none

10.Date of Next Meeting

The next meeting is scheduled for Tuesday 23rd October at 7pm with village hall induction at 6.30pm

RL 7/7/18