

Newchurch Village Hall Committee Minutes

28th November 2018 at 7.30pm in Community Room (NVH)

Attendees	Trevor Apps (Chair)	Apologies	
	Gillian Apps		
	Peter Dunning	Nicky Parkington	
	Diana Dunning	Sheila Weatherup	Valerie Denby
	Amanda King	Bruce Waitson	Gill Newland
	Jolene Moulding		Lynne Forbes
	Brenda Wimble (Vice)		
	Alison Youd		

2) Approval of Minutes

The previous minutes were proposed by AK and seconded by BWi.

3) Matters Arising

Actions from Previous meeting

- Reports on actions from last meeting:

Minute Item No	Action	By Whom
6	New gates have been fitted by Ash Timber	TA
6	PD Informed TV licensing that hall does not require a licence	PD
6	Removal of pedestrian gate & wheel completed	BWi
AOB	A draft rota of members to cover hall bookings when DD on holiday has been drawn up subject to confirmation of members after the AGM. In reverse alphabetical order.	AY
AOB	AY wrote to Vicky Nobel regarding membership, no response received so taken as membership ceased.	AY

Fire Risk Assessment: Youds will attempt to complete by March 19 meeting.

4) Correspondence and Accounts

Treasurer's Report (PD) : Balance current account: £9638 No further report as full report given to AGM previously.

Bookings report (DD):

Revenue will be down due to Christmas holidays. The WI will be using the NSC on Tuesday 8th January 2019.

The hire costs were reviewed. Small increases were agreed to all fees. DD draw up draft costings list and circulate to committee.

AY to circulate to regular bookers, once DD has circulated costs.

Liability for damage form to be drawn up signed by booker following recent damage issues. Discussed retention of Name and Address in line with data protection requirements. (DD). Deposits refundable, what does this mean? If event cancelled then deposit will be returned.

Two weddings booked, one that wants it Friday, Saturday & Sunday. A second one that wants to use the car park, but will hire the hall to ensure no other carpark users.

15th & 16th December needs cover. AY will do so from cover list.

5) Fund Raising

Discussed a proposed Newchurch Village Hall Festival on 14th September 2019 (30th Anniversary?) Could include: Morris Men, Plant & Produce sale, Dog Show, Bowls, Yoga Demo, Candle making, WI cakes stall, Band performance, Auction promotion/ mini auction, Badminton outside (?).

This could promote the use of the hall and its potential. It would offer a showcase to current users which could lead to more people joining their activities. It could raise a small amount of funds for the hall too. For further discussion at next meeting.

6) Update on hall refurbishment & maintenance

A heater failed in the main hall. It has been made safe. TA has got one price so far £540 Heater and installation. Another due from Kings North. Agreed that TA will make a decision as chair's action.

Barge Boards and Fascias are rotting and need replacement. One quote to replace fascias with Rosewood UPVC, using scaffolding was £9448 including VAT. Cheaper to use white, preferred by the committee. It is very difficult to get responses from contractors. Due to cost it will probably need to be done in sections. AK will look for potential grants.

Enquiries have been made by a user regarding the provision of a Water heater in the kitchen, rather than using kettles. There is an urn available. The committee decided that it is an unnecessary potential expense.

7) Any other business

There was None

8) Date of next meeting – Wednesday 23rd January 2019 7:30pm