

NORTH HILL VILLAGE HALL  
COMMITTEE MEETING MINUTES  
Tuesday 9<sup>th</sup> August 2011

**Present:**

Jen Bousfield, Susan Boggis, Mike Willison (Treasurer), Carol Horsington, Mary Budge, Jane Holden, Chris Reeve (Ass Chair), David Shoubridge, Irene Shoubridge (Bk Sec), Les Owen, Martin Hynes (Chair & Funding), Jaine Hynes (Sec & H&S)

**1. Apologies:**

Jenny Bowhay

**2. Minutes of the Previous Meeting:**

The minutes were agreed and signed.

**3. Matters Arising:**

Mary provided additional information relating to the Bratton Fleming composting scheme to Martin, who suggested that we put the matter on the “back burner” as we have quite a lot on at the present time.

Whilst Jaine had enquired about dates for the First Aid & Food Hygiene Training, ECCVS had only offered September whilst November dates are required, Jaine will approach them again!

**Action: JEH**

The Survey results will be published in the September Parish Mag. Enquiries will be made as to how shared assets will be covered with regards insurance.

**Action: MKH**

It was agreed that information on the website regarding contact details should consist of phone numbers only and not addresses. Please pass any further information to Jaine for inclusion.

Hall hire charges have been obtained from a number of other venues, NH certainly appears to be one of the best value options! Charges will be reviewed after the refurbishment, in particular the additional cost for use of the kitchen.

**Action: JEH**

The emergency exit light requires checking.

**Action: JEH**

**4. Hall Floor:**

Thanks were expressed to all for their input but in particular to the following:

Susan for preparing the H&S documentation

Jane for the article in the Parish Magazine

Richard for the information on the website

Mary explained that further to the recent Parish Council meeting no waste could be burned for H&S reasons and therefore it must all be disposed of via skips. This could significantly increase the overall cost of the work as each skip was £140. However it was agreed that were possible people helping with the refurbishment would be welcome to remove wood for domestic use.

Work will commence at 10am on Sunday 14<sup>th</sup> August and the daily working arrangements will be posted on the website.

**N.B. Not discussed at the meeting – to date we have been unable to locate a scaffold tower for painting the ceiling – any suggestions as to who might have one?**

## **5. Future Events:**

Horticultural Show – Saturday 13<sup>th</sup> August - Chris has done a marvelous job pulling everything together, the only thing now is we hope for fine weather!

Dog Show – Saturday 10<sup>th</sup> September – Jane has everything in hand but is looking for volunteers on the day – if you would like to be involved in some way please contact her – 01566 782986 - 3 rings will be set up – show / fun / agility. The event will start at 12.00 with a break for ½ hour at 1.30 during which time there will be the agility display and then the opportunity for everyone to have a go.

Additional stakes / tape may be required.

**Action: JEH**

Permission to use the field to be requested from the Parish Council. **Action: JEH**

100,000 Angels – Saturday 17<sup>th</sup> December – now being advertised on Lucinda's website – blissfulmusic.com and reservations now being taken. 22 tickets sold to date.

## **6. Correspondence:**

The Insurance renewal has been received – an increase of £88 due to the loss of the NCD pending the ongoing claim. The premium could increase considerably more subject to the outcome of the claim.

Information regarding training opportunities from ECCVS have been received via email and forwarded.

## **7. Health & Safety Report:**

Susan intends to undertake a thorough inspection of the hall after the refurbishment and to use this opportunity to meet with the user groups to assist them in preparing new risk assessments for their activities.

The chairs have been found obstructing the fire exit on two occasions recently – the Chairman advised that this is clearly a hazard and user groups are reminded not to do it.

**Action: SB**

## **8. Treasurer's Report:**

Mike presented a comprehensive report on the current financial situation and explained that with the hall refurbishment there would be no revenue for several weeks, therefore income from the Horticultural & Dog Shows were of the utmost importance.

## **9. Any Other Business:**

Carol attended the funding workshop and explained that Awards for All would be suitable for our heating requirements. 3 quotes would be required and the committee was asked to put forward details of companies who may be suitable. Carol also explained about an opportunity for community buildings to benefit in the uptake of solar panels and further enquiries are to be made. David Shoubridge agreed to be the local contact.

It was suggested that the website could be used for items for sale / recipes to be circulated; this was agreed in principle, subject to it being kept "timely" and Richard being able to manage the adverts.

**Action: JEH**

An advert for a new cleaner will be placed in the Parish Mag as Chloe will be leaving for college in September.

**Action: JEH**

Enquiries were made as to whether the hall contained a hearing loop – further investigations to be carried out.

Jen advised everyone that the Parish Wildlife Group were holding a Bats & Moths evening in Bathpool – 8.30pm on 23<sup>rd</sup> August.

Carol had prepared a comprehensive Event Planner – to be discussed at the September meeting.

Enquiries had been made about a banner – advertising either the website or hall events but as the hall is not on a main thoroughfare it was thought it would have little impact.

CRCC have now launched the Vital venues scheme in the North Cornwall area, the committee had been asked to view the website, whilst there is a discount available for the first 40 members, it was agreed that it did not immediately appear to be of benefit to us and further information was required. **Action: JEH**

The matter regarding the high use of electricity is ongoing – daily meter readings have proved that other than when cleaning is carried out and the heaters are used to dry the floor, the demand for power is very low – 2 or 3 units per day.

Further enquiries will be made to the power company as there appears to be some discrepancy with the meter readings.

The meeting closed at 9.25pm.

**Date of Next Meeting:**

Tuesday 13<sup>th</sup> September 2011 – 19.30hrs.

**ACTION TABLE**

DATE	ACTION	RESPONSIBLE	COMPLETED
10.5.11	Drain Cover in Car Park	Martin Hynes	September 11
11.1.11	Review Electricity Charges	Jaine Hynes	October 2011
12.4.11	Liaise with Coads Green in relation to PA testing / fire extinguishers etc	Susan Boggis	
9.8.11	Hall Hire Charges – November Agenda	Jaine Hynes	November 2011
7.9.10	User Group liaison regarding the website	Martin Hynes	
12.4.11	Identify assets that can be shared with other halls	All	
14.6.11	Bratton Fleming composting scheme <a href="http://www.bbc.co.uk/news/uk-england-devon-13345935">http://www.bbc.co.uk/news/uk-england-devon-13345935</a>		November 2011