

NORTH HILL VILLAGE HALL
COMMITTEE MEETING MINUTES
12th July 2011

Present:

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)

Apologies:

Jen Bousfield. Susan Boggis (H&S), Sarah Olsson, Jenny Bowhay

Minutes of the Previous Meeting:

The minutes were agreed and signed.

Matters Arising:

Horticultural Show Tea – to be held in the hall or a gazebo – weather permitting. Jaine is gradually accumulating some information about the charges levied by other halls, which will be available at the next meeting.

Coads Green 50th Celebrations – Jen has arranged for the Parish Wildlife Group to establish a stall. Friends of St Torney are also involved as there was a clash with the coffee morning.

Mary will provide additional information relating to the Bratton Fleming composting scheme. **Action: MB**

The Woodland Fayre will be held on Saturday 28th April 2012.

First Aid & Food Hygiene Training will be held in November, dates to be confirmed. **Action: JEH**

Jaine has identified the licensing arrangements, whilst a permanent license could cost in excess of £250, with an ongoing cost of £70 per annum, a temporary event notice – for up to 96 hours each time would cost £21, 12 of these are allowed per annum (maximum of 5 per individual).

Hall Floor:

Martin set out the proposals for the refurbishment of the floor. It was agreed that whilst the wall heaters should be removed an electrical supply should be retained for additional sockets as required. See attached. A copy of the schedule to be put in the Parish magazine. **Action: MKH**

Confirmation of volunteers is now required and everyone is to make every effort to get definite agreement of when people can help. Also, details of what equipment might be available. **Action: All**

After a discussion it was agreed that the ceiling should be painted and a scaffold tower would be required. Various enquiries to be carried out. **Action:**

Various

Ideally the work would include completing the exterior of the hall and repainting the gents toilet area – subject to the number of volunteers / time available.

A thorough H&S risk assessment will be required. **Action: SB**

Future Events:

Horticultural Show – Saturday 13th August – confirmation letters have been issued to the judges and the show president etc.

Advertising is ongoing – posters to be distributed as discussed. **Action: All**

Staffing is almost finalized but any one available and happy to volunteer – please contact Chris Reeve.

Dog Show – Saturday 10th September – Jane has received an offer from Roger Latham to cover the cost of the prize rosettes which has been gratefully received!

100,000 Angels – Saturday 17th December – now being advertised on Lucinda's website – blissfulmusic.com and reservations now being taken.

Tim & Jenny White have volunteered musical entertainment for a future event. It was agreed that their offer should definitely be grasped with both hands!

Correspondence:

Nothing to report.

Health & Safety Report:

Whilst Susan was unavailable due to work commitments a H&S inspection had been completed – identifying that the exterior emergency light near the disabled toilet was not working. This bulb was replaced but unfortunately there appears to be a fault with the fitting. Further investigations would be completed. **Action: JEH**

Treasurer's Report:

Mike ran through a report of the current financial status. He had also identified that whilst some events allowed a good profit margin on catering others where less profitable with a considerable amount of food unsold. The question was raised as to whether the type of food / time available was a factor. Further enquiries would be made to try and maximize profits in the future. **Action: All**

Events / Activities Survey:

There has been a good response from the survey with over 70 replies. A gardening club was a very popular suggestion, including the opportunity for children to be involved. There was also a lot of support for existing events as well as suggestions for a range of new activities. A summary will be published in the Parish magazine and further work undertaken to bring some of the ideas to fruition. **Action: MKH / All**

Any Other Business:

Carol will be attending the funding workshop on the 20th July and it was agreed that heating and the kitchen refurbishment would be the priorities.

A suggestion and offer to run a "chat room" on the website has been received and will be taken forward. **Action: MKH**

Concern was raised as to the high use of electricity. Work is ongoing to monitor daily use. Whilst "check meters" have been considered at present this option is not going to be pursued due to the costs (circa £100).

Date of Next Meeting:

Tuesday 9th August 2011 – 19.30hrs.

ACTION TABLE

| DATE | ACTION | RESPONSIBLE | COMPLETED |
|---------|--|------------------------------|--------------|
| 7.9.10 | User Group liaison regarding the website | Martin Hynes | |
| 11.1.11 | Review Electricity Charges | Jaine Hynes | October 2011 |
| 11.1.11 | Parish info for website | Jaine Hynes | |
| 8.3.11 | Review other hall hire charges | Jaine Hynes | |
| 12.4.11 | Identify assets that can be shared with other halls | All | |
| 12.4.11 | Liaise with Coads Green in relation to PA testing / fire extinguishers etc | Susan Boggis | |
| 10.5.11 | Drain Cover in Car Park | Martin Hynes | |
| 14.6.11 | Bratton Fleming composting scheme http://www.bbc.co.uk/news/uk-england-devon-13345935 | Mary Budge / Martin Hynes | |
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| 14.6.11 | September Agenda Carn to Cove - Gonzo Moose – The Brothers Grimm on 24 th November. | Jaine Hynes | |
| 14.6.11 | Coads Green Magic Show 22 nd Oct – co-promote this and the Gonzo Moose event | Sarah Olsson | |
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