

**North Hill Village Hall  
Committee Meeting Minutes  
Tuesday 8<sup>TH</sup> November 2011**

**Present:**

Mike Willison, Jane Holden, David Shoubridge, Chris Reeve, Sarah Olsson, Mary Budge, Jenny Bousfield, Carol Horsington, Les Owen, Irene Shoubridge, Martin & Jaine Hynes

**1 Apologies:**

There were no apologies.

**2 Minutes of previous meeting:**

The minutes were agreed and signed.

**3 Matters arising:**

Hearing Loop Amplifier – The amplifier which is situated on a shelf on the stage must be switched on prior to use. It is thought that it only covers the stage, however Gordon Bowhay has kindly agreed to take a look at the equipment and provide some further information / instruction is possible.

**Action: CR**

Asset List – no information has been forthcoming from either Lewannick or Coads Green, however Martin will circulate the current list for any further updates and chase David Eno / Peter Long as necessary.

**Action: MKH**

Gents Toilets, unfortunately the email system had been “down” for a couple of days and Martin had been unable to access the plumber’s quote. Since the meeting the information has been circulated and a decision taken to undertake the work as economically as possible.

**Gardening / Photography Clubs**

Meetings are to be held on the 21<sup>st</sup> November for those interested in forming new groups. Carol will provide some refreshments. It is hoped that those attending the meetings will organise themselves, as opposed to a member of the committee running the group.

There appears to be a demand / interest in art / craft workshops and it is hoped that this area of interest may be progressed in the New Year.

**4 Future events:**

**Gonzo Moose – The Brothers Grimm – Thursday 24<sup>th</sup> November**

Further posters to be distributed and flyers posted in local areas where possible.

Jane offered to provide a meal for the cast and sell raffle tickets.

Sarah will cover the door and refreshments with help from Irene.

If anyone is able to offer accommodation for some of the cast please contact Sarah.

The event is to be used as an opportunity to advertise the Lucinda Drayton concert and also to sell raffle tickets.

**A Hundred Thousand Angels – Lucinda Drayton Saturday 17<sup>th</sup> December.**

**Raffle** – Tickets now available for sale.

**Posters** – Continue to distribute in a fairly wide area.

**Tickets** – Sam Horsham initially requested 20 tickets, however she is now asking for only 5 and that they be complimentary. The Committee agreed that as a reasonable fee is being paid and the concert is for a charity, no complimentary tickets should be available.

**Action: MKH**

Sarah offered to chase up Tracy Darke for ticket money.

**Action: SO**

**Advertising** – Blissful Music to be asked for a press release which can be forwarded to WMN and CG.

**Action: MKH**

Launceston 20/20, Pirate FM and Radio Cornwall to be contacted.

**Action: JEH**

**Refreshments** – Approx 250 mince pies will be required, therefore if Mary, Chris, Carol, Sue and Jaine aim to do 50 each!

### **5 Correspondence:**

Electricity bill – approx £40, the issues surrounding the meter readings appear to have been resolved.

A letter has been received from the Performing Rights Society indicating that from January 2012 an additional fee will be charged for the playing of recorded music. There was some discussion surrounding the thought that all fees were to be dropped for places such as Village Halls. Further investigation required.

**Action: JEH**

David had received further information regarding the installation of solar panels on the roof, the company involved were pushing for a quick decision due to the government changes in remuneration payable. After some discussion the Committee agreed not to proceed. Thank you to David for all the work undertaken on this project.

The Parish Council had sent an email congratulating the Hall Committee on a very professional refurbishment!

### **6 Health and Safety:**

No issues.

### **7 Treasurer's report:**

Mike presented a summary of the financial situation of the hall. This included a summary of the refurbishment costs as at 31/10/2011. A further £487.26 is due to be paid at the end of December, (retention monies), an additional £85 was credited to the hall from the sale of wood which was surplus to requirement.

As Mike pointed out it is important that funds are replenished over the coming months to enable the smooth running of the hall and also to look to further improvements, therefore we must make every effort to rent the hall and run successful events!

### **8 Store Room**

The store room is in dire need of a general overhaul and tidy and therefore Saturday 21<sup>st</sup> January 2012 has been designated for this very purpose! Representatives from all user groups are asked to make themselves available to help between 10am and 1pm. A note will be sent to all interested parties notifying them of this and inviting them to attend. In the event that there are items which we no longer require these will be disposed of in an appropriate manner (raising funds wherever possible), If there are items which are not claimed, those present will make decisions as to what should be done with them.

**Action: JEH**

### **9 Hall Rental Fees**

After discussion, it was agreed that the rental fees should increase from January:

£6.00 per / hour for non-profit making organizations / events

£7.00 per / hour for commercial enterprises

Use of the kitchen – other than for teas / coffees will be charged at a rate of £2.50 per / hour.

All regular users will be notified. An article will be placed in the Parish Magazine. The booking form to be updated.

**Action: JEH /**

**DS**

Any organisation which has pre-paid beyond January will not be asked to cover the increased costs.

**10 AOB:**

Sarah explained that due to her commitments she would no longer be able to attend the Committee Meetings, however she would continue to help with the theatrical productions. The Committee would like to thank Sarah for all her input over the years and in particular for her time as Chairman and hope to welcome her back when she has fewer commitments.

Irene asked if the Bubbles Production could place a banner along the hall fence to advertise their event. The Committee was agreeable.

Jaine raised the question as to whether we should have a Christmas Tree in the hall. It was agreed that this would be a nice thing to do especially for the pre-Christmas events. It was agreed that the Committee would meet at 7.30 on Tuesday 6<sup>th</sup> December for a social gathering and to decorate the tree. Efforts would be made to obtain a tree! If anyone has any nice decorations that they no longer need, and would like to donate them to the hall please contact Jaine Hynes on 01566 782734.

Martin wanted to record his thanks and those of the Committee to Keith Woods for undertaking the work to repair the fire exit door.

Mr & Mrs Sandicock have donated an aerial photograph of the village in memory of Mr Sandicock's parents – the picture is now displayed alongside the mural of the village.

**Date of next meeting: Tuesday 13<sup>th</sup> December 2011**

DATE	ACTION	RESPONSIBLE	COMPLETED
11.1.11	Review Electricity Charges	Jaine Hynes	November 2011
12.4.11	Liaise with Coads Green in relation to PA testing / fire extinguishers etc	Susan Boggis	New Year
9.8.11	Review how the sharing of assets can be managed	Martin Hynes	November 2011
9.8.11	The emergency exit light requires checking.	Jaine Hynes	
9.8.11	Event Planner – to be discussed at the November meeting.	Carol Horsington / Jaine Hynes	November 2011
9.8.11	Enquiries were made as to whether the hall contained a hearing loop – further investigations to be carried out.	Chris Reeve	November 2011
12.4.11	Identify assets that can be shared with other halls	All	November 2011
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
11.10.11	Store room clear up	All	January 2012
11.10.11	Queen's Diamond Jubilee event	All	January 2012