

**NORTH HILL VILLAGE HALL
COMMITTEE MEETING MINUTES
14th June 2011**

Present: David & Irene Shoubridge (Bk Sec), Carol Horsington, Jenny Bousfield, Jane Holden, Jenny Bowhay (Cat's Whiskers), Mary Budge, Jaine Hynes (Sec.), Martin Hynes (Chair), Mike Willison (Treasurer), Les Owen.

Apologies for absence: Sarah Olsson, Susan Boggis (H&S / Table Tennis), Chris Reeves (Ass Chair),

Minutes of the Previous Meeting:

There was a minor amendment the action for the following should have been against MKH:

Party Pieces Saturday - 17th December

To be covered at the June Meeting – there is some concern over the inclusion of professional / amateur performers at the same event and the costs incurred. **Action: JEH**

The minutes were agreed and signed.

Matters Arising:

David asked if the History Group might be allocated some storage space as a result of About Face's cupboard becoming available.

Whilst consideration had been given to the catering arrangements at the Horticultural Show, the Secretary believes that a "tea" should be served to the President and Opener but will review the arrangements to retain as much space as possible around the serving hatch. **Action: CR**

Coads Green 50th Anniversary Event – Saturday 16th July. The North Hill contribution is to be in relation to the "Big Butterfly Count". If anyone finds a dead butterfly please keep it safely. Jen will provide further info at the next meeting. **Action: JB**

Hall Floor:

Having received quotes from those asked to tender for the work, the management committee have selected a contractor and work is due to commence on Sunday 14th August. The hall will be out of service for approximately 4 – 6 weeks. Every effort will be made to minimise the time and the disruption. As many volunteers as possible will be required for helping with the removal of the old floor and decorating the hall, risk assessments will be undertaken to ensure safe working practices are adhered to. A copy of the Letter being sent to the user groups is attached to the minutes. The Insurance Company will be advised that this work is being undertaken. **Action: SB / MKH / JEH**

Future Events:

Mid – Summer Madness – Saturday 25th June Adults £4 / Children £2 / Family £10

Gazebos to be on hand if the weather looks ominous!

Action: All

Volunteers needed:

Set up the hall in the afternoon – Jaine / Martin / Irene & David
(including the Union Jack bunting)

Someone on the door / Raffle tickets – Susan / Jaine

Announcements - Martin

Floats x 4 & car parking supervision – Mike

Raffle prizes

BBQ – Mary & Hayley – 1 other needed

Salads -

Kitchen - serving teas / coffees and Strawberries & Cream. – Susan / Jaine

Lucinda Drayton event is now to be a separate event on 17th December – see attachment
Enquiries are to be made as to whether the hall capacity can be increased. **Action: JEH**

Correspondence:

A letter from the Performing Rights Society confirming contact details
Electricity bill which appears high. To be investigated. **Action: JEH**

Health and Safety:

Whilst Susan Boggis as the new person responsible for Health & Safety was unable to attend the meeting due to work commitments, she has prepared a letter for User Groups and also a brief report, which are available on the notice board. See attached.

Treasurers Report:

A comprehensive report was received from Mike Willison. The Treasurer also emphasised the need to monitor hall costs and takings.

Training:

Further information has been received regarding the provision of first aid and food hygiene training. Places are available free of charge and a course can be organised at North Hill. However we do need people to attend as we would be charged for “no-shows” on the day.

With the holiday season and planned work it is unlikely that the training will take place before the Autumn, details of dates etc will be provided in the next few weeks. It is hoped that a representative from each user group will be able to attend. **Action: JEH**

Events / Activities Survey:

A survey has been drafted and Martin will be issuing it to the committee members with information as to how we are to proceed. **Action: MKH**

Advertising & PR:

It was suggested that a focus group take on the action of looking at how best we can promote the Hall and the events held there. Initially – please send ideas / suggestions to Jen. If you are interested in joining such a group please contact Jaine Hynes – 01566 782734 or jainehynes@sky.com

Any Other Business:

The committee agreed that members of the community can borrow items from the hall, tables / chairs / crockery etc. Checks must be made to ensure that only hall equipment is loaned out and of course that items are returned in the same condition.

It was suggested that an event be held when the hall re-opens to allow the community to come and see..... possibly afternoon tea! Get your thinking caps on..... **Action: All**

A big tidy up is planned for the hall – would all User Groups please ensure that their equipment is stored in a tidy and appropriate manner. **Action: All**

Next Meeting:

The next meeting will be held 7:30 p.m. on Tuesday 12th July 2011.

Signed Chair

Date

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	Jaine Hynes / 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	Martin Hynes	
14.6.11	Woodland Craft & Beanpole Fayre – date to be provided by email	Carol Horsington	
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	
14.6.11	Liquor licence for some of the events is to be investigated.	Jaine Hynes	