**Minutes of Village Hall Management Committee Monday 5 October 2015**

**Present:** John Davies (Chair), Chris Drew, Jim Gillett, Lauren McCann, Liz Black

**Apologies:** Paul Mundy

**Absent:**

**555/15**The Minutes of the Meeting 7 September 2015 were signed by the Chair.

**556/15 Matters arising from previous Minutes not already on the Agenda** –

None

**557/15 Hall Maintenance** – nothing to report

**558/15 Village Hall Usage** - It was noted that the bookings of the Committee Room are excellent.

**559/15 Report and Income and Expenditure –** Noted.

**560/15 Other Items for Consideration**

1. The Booking Enquiry form was further amended for clarity. The Assistant Clerk will make the changes and email to Cllr Davies who will convert it to Excel. Once complete this will be uploaded onto the website.
2. Committee considered the value of Club resources stored at the hall and requested a total cost to replace all Council’s hall resources, if damaged. This total needs to be compared to the current insurance cover and a quote sought if an increase is required. Another quote is also to be sought to include £10,000.00 to cover Club resources stored at the hall.
3. RES has supplied a quotation to install a fire alarm and door stays. Committee considered the advice received from Wendy Dacey, the Village Hall Advisor. Committee requested two more companies to advise on fire alarm installation and prepare a quote. The Fire Officer attending the next Full Council Meeting is also to be asked for advice.
4. Committee requested some editing to the current Terms and Conditions of Hire regarding cancellation. Once complete this is to be passed to Full Council for Agreement and then included on the website.
5. Committee agreed that classes and events held at the Village Hall can feature on the Council’s Facebook page with a review in the new year.

**561/15 Any Other Business –**

1. The annual boiler check has been conducted.
2. Cllr Bell has visited the Assistant Clerk and conducted an audit of the booking system.

The Meeting closed at 9pm Signed Dated