

Minutes of Village Hall Management Committee Monday 7 September 2015

Present: Paul Mundy (Acting Chair), Chris Drew, Jim Gillett,

Apologies: John Davies, Lauren McCann, Liz Black

Absent:

548/15 The Minutes of the Meeting 6 July 2015 were signed by the Chair.

549/15 Matters arising from previous Minutes not already on the Agenda –

None

550/15 Hall Maintenance – nothing to report

551/15 Village Hall Usage - It was noted that the bookings of the Committee Room are excellent.

552/15 Report and Income and Expenditure – Noted.

553/15 Other Items for Consideration

- i. The Booking Enquiry form was edited and the Assistant Clerk will make the changes and email to Cllr Drew.
- ii. The Assistant Clerk has only received an inventory from one Club who stores resources at the hall. She will remind the other Clubs to provide the information for insurance purposes.
- iii. An appointment with RES has been made to ask for advice about installing a fire alarm. Advice is to be sought as to whether we need one and for automatic closers to be installed on the fire doors, stressing that these need to work whilst loud music is being played.
- iv. All appliances have been successfully PAT tested.
- v. Cllr Drew volunteered to lock at midnight 10 October after Charvil Pre School Fund Raising event.
- vi. Committee authorised two free events for Charvil Village Society for 2016.
- vii. There was evidence of a water leak in the kitchen. JFI Woodley attended and had to replace a cracked tile. At the same visit the gutters were cleared and minor repairs carried out. A quotation for these works was sought before work commenced and authorised by the Clerk as urgent attention was required and Committee did not meet during August.
- viii. Committee requested 2 more quotes for remedial works to the external steps near the bin.
- ix. The Assistant Clerk has counted all the crockery and the cupboards have been cleaned. There is no requirement to purchase any equipment.
- x. Committee agreed to uphold the Terms of Hire and thus no refund was granted for the late cancellation by Daisy's Dream.
- xi. Committee agreed to the refund for a cancelled party with 25% held as stated in the Terms of Hire. The Assistant Clerk will arrange for this refund only after having confirmed a payment had been received. Committee agreed that the current wording on this document needs to be reviewed. The Assistant Clerk is to email the Terms of Hire to the Committee Members.

554/15 Any Other Business – None

The Meeting closed at 8.50pm

Signed

Dated