

Minutes of Village Hall Management Committee Monday 2 February 2015

Present: John Davies (Chair), Paul Mundy, Chris Drew, Jim Gillett, Lauren McCann

Apologies: None

510/15 The Minutes of the Meeting Monday 1 December 2014 were approved by the Committee.

511/15 Matters arising from previous Minutes not already on the Agenda - None

512/15 Hall Maintenance –

Roger Burns is to fit the repaired Committee Room door lock.

513/15 Village Hall Usage - Noted

514/15 Report and Income and Expenditure – Noted

514/15 Invoices for Payment – None

515/15 Deposit Refunds – None

516/15 Other Items for Consideration

- i. The Assistant Clerk will email the photos of work being requested (shrubs in between the ramp and steps to be dug out, some patio slabs to be re-laid and the path leading from the external bin to the service road to be edged). Outstanding.
- ii. Cllr Davis has created a specification for the Main Hall emergency exit lights. The Assistant Clerk will seek quotes.
- iii. The Assistant Clerk has increase the hourly rental rates for 2015-16 by 2.5% (RPI) with hourly rates rounded up to the nearest 5p.
- iv. Review Terms and Conditions of Hire - deferred.
- v. Committee agreed for the wok to be carried out to rectify the squeaky piano pedal.
- vi. Committee concluded that Charvil Senior Residents' Club had to book and pay for set up and clearing away times, in line with the terms of hire but suggested that the Club Organiser request a donation from Charvil Parish Council. The Clerk is to speak to the Organiser to explain the situation.
- vii. Cllr Gillett agreed to edit the Terms of Reference to include a paragraph stating permissible amounts of money to be spent by The Clerk and Assistant Clerk. This document will then be passed to Full Council for approval.
- viii. Committee agreed to Cllr Davies advertising on the Village notice boards, in order to seek someone who would be willing to carry out small maintenance tasks at the hall. The Assistant Clerk will inform Roger Burns of Committee's intention.

517/15 Any Other Business –

Cllr McCann suggested contacting hirers after their let and request feedback. An idea was to create a questionnaire on Survey Monkey.

The Assistant Clerk was given permission to change the mobile phone contract held in her name on behalf of the village hall, to a sim only contract.

Committee approved the spending of £150.00 for the intruder alarm to be serviced (First service since installation April 2011). This is to include a new battery pack in the control panel and sensor in the kitchen.

The Assistant Clerk informed Committee that she had contacted Westgate Electrical regarding the failed external light over the left main hall emergency exit doors.

The Meeting closed at 9.30pm

Signed

Dated