

## Minutes of Village Hall Management Committee Monday 7 July 2014

**Present:** John Davies (Chair), Chris Drew, Jim Gillett

**Apologies:** Trevor Andrews, Lauren McCann, Paul Mundy

476/14 The Minutes of the Meeting Monday 12 May 2014 were approved by the Committee.

477/14 **Matters arising from previous Minutes not already on the Agenda** - None

478/14 **Hall Maintenance** - Nothing to report.

479/14 **Village Hall Usage** - Noted

480/14 **Report and Income and Expenditure** – Noted.

481/14 **Invoices for Payment** – None.

482/14 **Deposit Refunds** –None

483/14 **Other Items for Consideration**

- Committee agreed to the **replacement of the curtain rails** (Committee Room) before decoration. The Assistant Clerk will purchase the materials as well as wash the curtains as authorised by Committee.
- Committee requested another quotation to be sought for the work on the **external lights**. Committee agreed to Cllr Davies seeking the costs of materials and asking PJC to quote for installation.
- The **wall kettle** is now functioning. A larger kettle has been purchased to discourage small groups from using the wall kettle.
- **PAT testing** is now complete.
- The **shrubs** near the building are looking rather overgrown. The Assistant Clerk will seek quotes to have the shrubs cut twice a year by the same contractor.
- The Clerk is seeking a remedy to the **grass cutting rota**.
- The Payback Team are due to start (11.7.14) clearing the **overgrown vegetation** along the edge of the car park. They have been asked to bag all waste and Cllr Davies will arrange for the waste to be collected by the crusher van, at the end of the month.
- Cllr Davies has met with various people to discuss the installation of **solar panels**. He is communicating with another hall which has installed the panels and awaits their views.
- Cllr Davies thinks he has a spare **telephone handset** to replace the Village Hall broken handset. Nearer to the end of the current contract Committee will decide next steps.
- **Terms of Reference** – This will be considered at the next meeting. Trevor Andrews has resigned his position on the Committee for personal reasons. Committee requested a letter of thanks to be sent to Trevor. The Assistant Clerk will draft a copy.
- Committee authorised the renewal of **CCB Membership** £62.50 plus VAT.

484/14 **Any Other Business** –

- Committee looked at the patio at the rear of the hall and agreed that some **slabs** need relaying. The Assistant Clerk will talk to the Payback Team.
- The Assistant Clerk is to complete the form for **PRS and PPL**.
- A new **email address** for booking the village hall ought to be created.
- The Chair reminded members that all subsequent **meetings** will take place on the first Monday of each month starting 1 September. Committee requested a repeat circulation of the meeting dates.
- The Clerk has researched costs and contracts for **electricity and gas** and emailed the best price quoted. Committee agreed the contract for electricity and gas.
- Cllr Drew suggested **advertising the hall** in magazines distributed in Caversham. The Assistant Clerk will research prices.

The Meeting closed at 9.10pm

Signed

Dated