

## Minutes of Village Hall Management Committee Monday 6 October 2014

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

**Apologies:** Lauren McCann

485/14 The Minutes of the Meeting Monday 1 September 2014 were approved by the Committee.

486/14 Matters arising from previous Minutes not already on the Agenda - None

487/14 Hall Maintenance – Nothing to report.

488/14 Village Hall Usage - Noted

489/14 Report and Income and Expenditure – Noted.

490/14 Invoices for Payment – None.

491/14 Deposit Refunds –None

492/14 Other Items for Consideration

- i. The Assistant Clerk washed and ironed the Committee Room curtains.
- ii. The Assistant Clerk will type the Terms of Reference noting all Committee's comments.
- iii. The Payback Team at Wokingham is being managed by a new member of staff and contacting her is proving difficult. However, The Assistant Clerk will continue to call to arrange the clearing of the shrubs near the hall steps.
- iv. The external emergency lights over the two fire exits off the main hall and over the kitchen door have been replaced. Two emergency exit signs in the main hall have also been replaced.
- v. The decorating project went very well.
- vi. The Finance Councillor is to be invited to the November's meeting to discuss the budget for 15-16.
- vii. Committee decided only to allow evening parties on Friday and Saturdays.
- viii. The boiler annual check has been conducted.
- ix. Committee will to review and update the Terms and Conditions of Hire next month.
- x. Committee decided that the ballet barres can only be stored in the chair cupboard and the only suitable fixings would be identical to the ones in the hall.

493/14 Any Other Business –

- i. Committee decided that the piano could be tuned before the exams in November if the hirer was prepared to pay half. The decision for an annual tune was upheld and all future tunes would be in the autumn and can be co-ordinated with the exam booking.
- ii. A Hirer had identified a possible risk with the current storage of the large tables. The Chair will screw some wooden strips to the floor to act as dividers. The Assistant Clark will display a photo of the correct storage of the tables.
- iii. Committee agreed to having the emergency lights installed on the wall in the main hall. This would make installation and maintenance much simpler. They are to be wired from the existing emergency exit signage and work off the existing key switches. A quote for the work is to be sought.

The Meeting closed at 9.25pm

Signed

Dated