

TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

MINUTES for 3rd OCTOBER 2016

Present: David Partridge Ed Maxwell Fran Marsden Carol Thurlby
 Pete Chamberlain Trisha Lightfoot Julie Hart Carol Doherty
 Colin Whitton

Apologies: Zoe Moorhouse

Minutes of Previous Meeting:

1. **Agreed:** Ed Maxwell
2. **Proposed:** Fran Marsden

MATTERS ARISING:

S106 FUNDING:

Waiting for Hall's application to be authorised by AVDC prior to seeking planning permission. Trisha to raise at the next P.C. meeting with a view to determining the current situation.

ACTION

TL

CHAIRMAN'S REPORT:

Nothing to report.

SECRETARY'S REPORT:

Wi-Fi in the Hall: Both Trisha and Ed had contacted the Parish Clerk on several occasions to arrange a meeting to discuss issues previously raised, but as yet, there has been no response.

TL/EM

Valuation Office Agency: (Non-Domestic /Business Rates). A "request for information" had been originally submitted in August. Two further reminders (the last being a final demand) were received in September. Copies of the original form were submitted on each occasion. Confirmation of receipt was obtained.

CW

TV licence: Licensing Authority informed that the Hall does not require one.

Terms & Conditions Review: Carried over until next meeting.

All

PRS for Music/PPL: Review form received.

Village Hall Improvement Fund Draw Numbers: At the last meeting it was agreed that NOT WON numbers would not be published in the Tingewick News. However, when the draft report was drawn up it didn't look appropriate, therefore the numbers will be included in future.

TREASURER'S REPORT:

The balance for September was £418.48. Thanks again to the Community Cafe for a donation of £448.

LETTINGS REPORT:

Carol T. pointed out that due to the Parish Council revising its meeting start times there will be a conflict with the school on 1st December. Trisha to advise the Parish Council that the start time for the 1st December meeting will have to revert to 8.00 pm.

TL

A draft welcome pack was circulated for comment. It was agreed that key holders (including the Royal Oak) will hand out this document when hirers pick-up the keys.

MAINTENANCE:

Embankment: Elder cut down and shrubs/hedge cut back.

Shed Doors: Cabin hooks fitted.

Cladding: Work to address problems to commence 4th October.

Toilet Lock (Ladies): Outstanding.

Main Hall Lighting: End cap of a diffuser had been knocked off.

Hall Chairs: Thanks go to the Committee Members, FVH and other friends who who cleaned all red and brown plastic chairs.

FUND RAISING:

Magician booked for 12th November. Draft tickets and poster details drawn-up. 80 tickets to be made available. The next committee meeting is due to take place on 7th November which was considered to be too close to the 12th to finalise arrangements. It was agreed that the next would be brought forward to **Monday 31st October**. An advert for the event to be placed in the Tingewick News.

HEALTH & SAFETY:

The key to the Scout's shed is now available.

Abbotfire had carried out the routine checks on extinguishers, emergency lighting and portable electrical equipment. One emergency light and an extension had failed. The former was replaced while the latter was to be discarded.

ANY OTHER BUSINESS:

Baby-change table: Ed had presented a number of possibilities for consideration.

Concern was expressed as to the load-bearing capability of the external walls in the disabled toilet – Pete to investigate. The dimensions of the preferred unit to passed to Pete.

The Chairman expressed his disappointment in the fact that recent correspondence with a representative of the Parish Council had not resulted in a response of any kind.

IMPROVEMENT FUND DRAW:

3 rd Oct.	2	£5	R. Gardner	7 Stockleys Lane
10 th Oct.	12	£25	R. Roy	Hillcrest, Upper Street
17 th Oct.	18	£5	NOT WON	
24 th Oct.	149	£5	R. Cately	Garden Cottage, Upper street
31 st Oct.	23	£5	S. Tear	1, West Well Lane

Meeting closed at: 9.15 pm

NEXT MEETING - 31st OCTOBER @ 8.00 pm

Circulation: CT, ZM, DP, PC, EM, CD, FM, JH, TL, CW,
P. Smith, A, Hawkins

CW

CW

CW

CW

CW

EM/PC