

TINGEWICK VILLAGE HALL COMMITTEE MEETING:

MINUTES FOR 7th APRIL 2014.

Present: **Zoe Moorhouse** **Carol Thurlby** **Pete Chamberlain**
 Colin Whitton

Apologies: **Loraine Carter** **David Partridge**

Minutes of Previous Meeting:

1. **Agreed**
2. **Proposed: Carol Thurlby** **Seconded: Pete Chamberlain**

MATTERS ARISING:

Chairman's Report:

Nothing to report.

Secretary's Report:

An up-dated draft of the Annual Report for 2013 was available for comment. Backdated copies of meeting minutes to be entered on the Village Hall website.

Treasurer's Report:

The balance for the month of March was £456.04. This included a premium bond win of £25.

As previously reported Lloyds Bank had rejected a cheque for £120 in February. The only notification was via the monthly bank statement, no correspondence or returned cheque has been received from Lloyds. Although the cheque in question had been narrowed down to two possible hirers, the Buckingham Branch was unable to provide any additional information (on two separate visits), as apparently they cannot access business accounts. A draft letter to the bank was circulated (see attached). Carol to contact one of the hirers to determine whether the bank had accepted their cheque.

A quotation for renewing the shed and re-cladding the Hall was received from CJM. Following the submission of a summary of the re-cladding project, AVDC Community Chest provided application forms for a grant. As the Community Chest will only provide a grant of 50% of the total cost of a project, grant applications in conjunction with WREN (who also require third party funding of 10% or more) will be investigated. Zoe offered assistance with the application process.

Lettings Report:

On a number of occasions recent hirers have left heaters on, kitchen exit door open and rubbish behind.

Recent information has indicated that Hall bookings are on the decrease. It was agreed that the Hall should be "marketed" with a view to increasing its future use.

ACTION

ZM

CW

CT

ZM/CW

Prior to this, current charges are to be reviewed and compared with other halls in the area.

ALL

Maintenance:

Drain Covers: These have been fitted. Some brickwork necessary to raise levels – Pete to sort out.

PC

Emergency Exit: Completed.

Gutter Cleaning: Completed.

Mirrors for Toilets: Two by A3 acrylic mirrors to be obtained. Pete to fix.

PC/CW

Swing Door Push Plates: These had been broken – not to be replaced at present.

Fund Raising:

Tree and Wall Plaque: Outstanding.

CW

Health & Safety:

PAT testing outstanding.

DP

1st Quarter Audit (carried out after meeting – 9th April). Satisfactory other than the disabled emergency alarm not functioning and the corresponding fuse board fuse identification was not legible – contact TS electrical.

CW

Any Other Business:

Jamie McNaught contacted regarding the kerbing around the tree. No further contact after that initially made. Pete maybe able to help with the kerb.

PC

Improvement Fund Draw:

7/04/2014	136	£5	Mrs. O’Gara	Buckingham Strt.?
14/04/2014	84	£25	Mrs. Linford	27, Stowe View
21/04/2014	77	£5	Charles Tanner	20, St. Mary’s Court
28/04/2014	30	£5	B. Clark	Bicester House

Meeting closed at 9.05 pm

Circulation: CT, ZM, LC, DP, PC, & CW.

P. Smith, A. Hawkins