

TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

MINUTES for 9th JANUARY 2017

Present: Zoe Moorhouse Carol Doherty Fran Marsden Trisha Lightfoot
 Pete Chamberlain Julie Hart Colin Whitton

Apologies: David Partridge Carol Thurlby Ed Maxwell

Minutes of Previous Meeting:

1. Agreed

MATTERS ARISING:

S106 FUNDING:

Planning application submitted. Additional information requested by AVDC - this was provided.

Request for Quotes: Edgar Taylor – job too small.

CJM - £61,800 inc. vat*

Landlord Renovations - £69,120 inc. vat*

Acclaim Home Improvements – expected in very near future.

*Neither of these quotations made mention of the drainage requirements – to be followed up.

Concern was expressed regarding the quality of workmanship of CJM and their contractor following the problems experienced the cladding project – which are still to be rectified.

The question of the level of insurance that tendering contractors may or may not have was raised. It was agreed that all those that submit quotes be requested to confirm that they have the necessary insurance cover (Public & Public building Liability) to undertake work/construction on buildings used by the public.

Additional quotes to be obtained – Bromley & Gaines and Burgess Builders.

AVDC to be contacted to see whether they could provide a list of recommended builders.

ACTION

CW

CW

CW

CW

TL

CHAIRMAN'S REPORT:

No report.

SECRETARY'S REPORT:

Wi-Fi in the Hall: A separate meeting was held to discuss the Parish Council's response to questions previously raised (see attached). However, there may be need to amend the T&Cs which should be carried out prior to arranging the AGM. Fran has T&Cs from another village hall that is thought to be worth investigating. This should be done in tandem with any other revisions required

FM

Signs: Signs for the water heater and convector heater were accepted. However, it was proposed that the wording should be in lower case as capitals could present problems to those with dyslexia.

CW

A. Watson: A signed proclamation/diploma regarding the By-Pass which was read out in Parliament has been offered for exhibiting in the Hall. This was not considered to be viable until renovation work completed. In the meantime it was proposed the document (& some cartoons) be displayed at the AGM to assess their suitability.

TL

Annual Report: Currently being prepared.

CW

TREASURER'S REPORT:

The balance for December was up by £1003.37. A contribution of £472 from the

Community Cafe contributed towards this.

The Financial Report for 2016 was completed (attached) and shows a balance for the year-end of £11,089.50. A. Campbell has agreed to carry out the Audit for 2016.

The E-ON monthly D/D has been increased from £128 to £149. The account is currently £92.64 in debit.

LETTINGS REPORT:

A number of problems have been reported concerning the accuracy of the diary entries in the Tingewick News. It was proposed that a formalised diary of Village Hall bookings be submitted to the News to be either included as-sent or have the information extracted.

MAINTENANCE:

Thanks to Ed for clearing the leaves that collected along the side of the Hall.

Overhanging Trees – West-side: These trees drop a considerable amount of leaves and twigs. As well the mess this could be to the detriment of the intended extension. Pete, who owns the trees has no objection to them being cut back. Costs to be obtained.

Toilet Lock: The white, vacant section, had been coloured in with red ink.

Main Door Lock: The key had been broken off in the lock rendering it inoperable. New lock required.

FUND RAISING:

Film Show: This is arranged for March the 4th at 5.00pm. An advert for the event has drawn up. Mats for children to sit on required – school to be contacted.

Improvement Fund: Tickets for 2017 made available. Spare numbers were also distributed. Collectors requested subscriber details. Collectors to ask subscribers whether or not the blank £50 & £25 prizes should be re-drawn or become part of the Bonus Draw.

No draw this month

HEALTH & SAFETY:

Snow & Ice Clearance: Ed has purchased 2 bags of rock salt.

The 4th quarter audit was carried out (see attached). The following points were noted:
Scout's shed key missing – shed could not be inspected.
Kitchen emergency exit difficult to open and close due to dampness.
Some signs of surface deterioration where public footpath joins car park.
A review of the main points for 2016 is attached

ANY OTHER BUSINESS:

A proposal for a larger waste wheelie bin (Grundon type) was rejected.

A discussion took place on how the Village Hall could reflect a new, modern Tingewick. Ideas such as engaging someone to re-vamp the website making it more attractive and to include online booking facilities. It was pointed out that this would involve increased costs and administrative time. New curtain/blinds and décor were also included in the discussion.

Meeting closed at: 9.50 pm

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

CW

CT/CW

PC/CW

PC

CD

CW
ALL