

# TINGEWICK VILLAGE HALL COMMITTEE MEETING:

## MINUTES FOR 3<sup>rd</sup> JUNE 2013.

**Present:**        **David Partridge**        **Zoe Moorhouse**        **Carol Thurlby**  
                     **Pete Chamberlain**        **Lorraine Carter**        **Colin Whitton**

### Minutes of Previous Meeting:

1. **Agreed**
2. **Proposed: Zoe Moorhouse**        **Seconded: Carol Thurlby**

### MATTERS ARISING:

#### Chairman's Report:

A letter from the Parish Council was received the day following this meeting. It acknowledged that "the Village Hall Committee no longer requires the assistance of the Parish Council and will itself provide a replacement tree".

**ACTION**

#### Secretary's Report:

**Website:** An admin. problem has delayed the input of current documentation on to the website.

**ZM**

A list of regular events taking place in the Village Hall has been drawn-up. When contact information has been approved this will be put on the website.

**CT/ZM**

**AGM:** It was agreed that the notice that included the revised AGM date should be placed in the next issue of the Tingewick News.

**CW**

#### Treasurer's Report:

The balance for May was £80.31.

TS Electrical – waiting for site meeting relating to the heating issues.

The Village Hall Improvement Fund currently has 97 subscribers. A list of subscribers no apparently longer involved was submitted for comment. It was proposed that in order to generate more interest in the fund, tickets for the remaining "1/2" year should be made available on the Village Hall stall at this years Fete.

**CW**

#### Lettings Report:

Currently the number of bookings is very encouraging. Diamonds table tennis have made an additional booking on the first Tuesday in the month after the Bucks C.C.

## **Maintenance:**

**Spring Clean:** Cleaning of the roof space has been completed. F.O.T.V.H. to be contacted to establish availability for carrying out a thorough clean of the Hall. The proposed dates are:

Saturday 20<sup>th</sup> July  
Saturday/Sunday 27/28<sup>th</sup> July

*CW*

**Stage Steps:** One set is broken and in need of repair.

*PC*

**Revised Swing Doors/Vestibule:** The cost of materials (excluding reinforced safety glass) is £480. If the proposed modifications are adopted the first set of heaters and emergency exit sign will have to be repositioned- TS Electrical to be asked to quote.

*PC*

*CW*

**Hall Cleaning – General:** A hirer recently had some strong words with Carol regarding the cleanliness of the Hall and threatened to send a letter of complaint to the Chairman. This letter did not materialise. A subsequent inspection indicated that although the original complaint was somewhat over-the-top there was room for improvement. There were also some mitigating circumstances around this period in that it was difficult for the cleaner to carry out his normal duties due to a high number of bookings and hirers accessing the Hall outside of their allotted hire period.

After some discussion it was agreed that the Committee should become more involved with the maintaining of cleaning standards within the Hall. To this end it was decided that a number of weekly inspections would be carried out (access allowing):

DP – Sunday evenings

CT – weekday mornings.

PC – Saturday mornings and irregular inspections.

CW – Saturday, Tuesday and Thursday evenings.

LC – back-up.

Any problems to be recorded and remedied.

## **Fund Raising:**

**Fete & Beer Festival:** Pete has a tarpaulin that can be placed behind the games to retain balls and crockery – a means of suspending this to be investigated. David to provide some crockery. “Half year” Improvement Fund tickets to be available.

*PC/DP/  
CW*

## **Health & Safety:**

Nothing to report.

## **Any Other Business:**

None.

### **Improvement Fund Draw:**

<b>3/06/2013</b>	<b>91</b>	<b>£5</b>	<b>Mrs. M. Bennett</b>	<b>Westward, Stockleys Lane</b>
<b>10/06/2013</b>	<b>28</b>	<b>£50</b>	<b>Mr. A. Houghton-Brown</b>	<b>29, Stockleys Lane</b>
<b>17/06/2013</b>	<b>6</b>	<b>£5</b>	<b>Mrs. L. Houghton-Brown</b>	<b>29, Stockleys Lane</b>
<b>24/06/2013</b>	<b>66</b>	<b>£5</b>	<b>Mrs. B. Hood</b>	<b>6, West Well Close</b>

**Meeting closed at 9.15 pm**

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P. Smith, A. Hawkins**