

TINGEWICK VILLAGE HALL COMMITTEE MEETING:

MINUTES FOR 12th MAY 2014.

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

Apologies **David Partridge**

Minutes of Previous Meeting:

1. **Agreed**
2. **Proposed: Zoe Moorhouse** **Seconded: Pete Chamberlain**

MATTERS ARISING:

Chairman's Report:

Nothing to report.

Secretary's Report:

Revised 2013 Annual Report to available by next meeting.

The Charity Commission Annual Return has been received for completion.

Licensing Act 2003 – a briefing on the consultation on fees under this act has been received (attached). To be circulated and discussed at the next meeting.

Treasurer's Report:

The monthly balance for the month of May was £746.24.

No response has been received from Lloyds Bank concerning the rejected £120 cheque. Letter to be resubmitted and if there is still no response contact to be made the hirers involved.

Lettings Report:

The number of current bookings is low in comparison with previous years. A comparison with other halls in the area seems to indicate that while the surroundings of TVH are not quite as refined, it does offer more comprehensive all-in facilities (i.e. no additional charges for the use of tables, chairs, cutlery etc.) and as such, hire charges are probably comparable. It was agreed that the current hire charges remain in force.

Prior to promoting the Hall it was agreed that the interior should be redecorated.

A recent 17th birthday party left the hall in a disgusting state:

Toilet walls and hall floor required extra cleaning.

Toilet seat broken and had to be replaced.

Bottles and broken glass littered the outside of the Hall*

In addition, blame could not be apportioned to:

The swivel arm on the water heater in the gents broken off

Gents toilet floor soaking wet.

*Cleaned up by the Scouts during their hire session – thanked by email.

ACTION

ZM/CW

CW

CW

CW

Carol agreed to contact the hirer in question (who was known and had hired the Hall on previous occasions) and inform them of the unacceptable state in which the Hall was left and ask for reimbursement of the costs incurred.

CT

The question of hirers providing a deposit covering eventualities such as those above was discussed at some length. Currently hirers of Tingewick Village Hall only provide a deposit if they reside outside the village or are “unknown”. Halls locally seem vary with regard to their deposit requirements – from none to a sum equal to the hire charge.

It was agreed that obtaining a deposit from the majority of hirers was the ideal. However implementing and administering such an arrangement, where the condition of the Hall has to be assessed/agreed immediately before and after each hire session involving a pre-paid deposit, would not be straightforward with the limited resources available. To be considered further.

ALL

Maintenance:

Mirrors for Toilets: Done

Ladies Toilet: TS Electrical have been requested to replace the broken water heater.

CW

Disabled Toilet: Toilet seat replaced,

Gents Toilet: Temporary repair to broken water heater.

Fund Raising:

The only fund raising at present is that for the Improvement Fund. Further fund-raising events were considered essential to compensate for the reduced number of bookings and provide more of a focus for the village. Possible means of fund raising to be investigated and discussed at the next meeting.

ALL

Tree and Wall Plaques: These have been purchased and Pete to fix in position.

PC

Health & Safety:

PAT testing outstanding.

Disabled Toilet emergency alarm – repaired by TS Electrical.

Disabled Toilet fuse board – illegible notation outstanding.

DP

CW

Any Other Business:

AGM to be arranged when Annual Report available.

Improvement Fund Draw:

5/05/2014	67	£5	G. Donaldson	5, Stockleys Lane
12/05/2014	19	£25	Mrs. Foote	12, New Street
19/05/2014	76	£5	J. Thompson	Stockleys Lane
26/05/2014	90	£5	J. Hutton	3, Stockleys Lane

Meeting closed at 9.30 pm

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