

TINGEWICK VILLAGE HALL COMMITTEE MEETING:

MINUTES FOR 3rd SEPTEMBER 2012.

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

Minutes of Previous Meeting:

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

MATTERS ARISING:

Chairman's Report:

As David was unable to attend a presentation ceremony organised by the Jubilee Committee, Colin accepted a cheque, for £642.82, on behalf of the Village Hall Committee. A thank-you letter to Peter Kewish was agreed.

Website: The website is readily accessible on Google. David to provide Zoe with a history of the Hall for inclusion on the website.

Attempts to contact the Parish Clerk, with a view to linking websites have been unsuccessful to date, possibly as a result of the holiday period.

Secretary's Report:

Tingewick Village Hall Rules: The original set of rules were discussed at some length and a number of changes were proposed. The revised rules to be made available at the next meeting for discussion, prior to voting on whether or not to implement. Zoe proposed that this document (and other important documents) be reviewed annually to ensure that they are up-to-date and comply with current requirements.

Treasurer's Report:

The monthly balance for August was £838.24 and the year to date balance was £13467.11. The good results were due to £260 receipts from the music weekend and the donation from the Jubilee Committee.

Lettings Report:

Weekend bookings at present are very infrequent.

Maintenance:

Ash Tree: The grant application to WREN has been rejected, as they will not fund anything associated with car parks. AVDC have approved the removal of the Ash Tree. Jamie McNaught to be asked to go ahead with his original quote as soon as possible.

ACTION

CW

DP

ZM

CW

CW

At some stage the Parish Council to be contacted to ascertain their plans for the refurbishment of the Bus Shelter.

Side Gate: In hand.

CW

Swing Doors: In hand

PC

Secure Cupboard: Pete to fix after his holiday.

PC

Wheelie Bin: David to provide refuse bin. Although advised by AVDC that the Village Hall was to be provided with recycling/waste food bins, neither have been received. AVCD to be contacted.

DP/CW

Oven Door: Repair required.

PC/CW

Embankment: Horticultural Society to provide roses in November.

Fund Raising:

It was agreed that there would not be any Christmas Bingo, due to lack of interest in recent years.

Health & Safety:

It was reported that the mains operated smoke alarms had been turned off recently by persons unknown.

The Regulatory Reform (Fire Safety) Order 2005:

We have been advised by Community Impact Bucks that Buckinghamshire & Milton Keynes Fire Authority have arranged a 3.5 hr. Fire Safety and Risk Assessment Course in Great Missenden for 20 persons @ £50/pp.

The **Reform Order** requires:

The appointment of a competent person/s

A fire safety risk assessment

Fire precautions.

It was also recommended that Hall Committees include an A4 précis of their risk assessment and a copy of the emergency plan along with the conditions of hire for the Hall. Hirers to sign and confirm that they have read and understood the information presented.

The Hall Committee will legally be treated the same as an employer (please see attached).

It was hoped that the assessment carried out in December 2010 would meet the majority of the requirements – revisions/additions may be required to the information currently signed and returned by the Hirer. Situation to be assessed at the next meeting.

This information to also included responsibilities and committee contacts.

It was again proposed that these documents should be included in an annual review.

(No takers for the Assessment Course – mainly due to the low participation level and distance)

CW

Any Other Business:

None.

Improvement Fund Draw:

| | | | | |
|-----------------|------------|------------|---------------------------|--------------------------------------|
| 6/08/12 | 54 | £5 | Mrs. E. Smith | Crawford Cottage |
| 13/08/12 | 24 | £25 | Mr. L Smith | Parsonage Farm |
| 20/08/12 | 121 | £5 | Mr. P. Chamberlain | Harbour Lights |
| 27/08/12 | 41 | £5 | Mr. A. Hawkins | The Rise, Water Stratford Rd. |
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Meeting closed at 9.10 pm

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

P. Smith, A. Hawkins