

# TINGEWICK VILLAGE HALL COMMITTEE MEETING:

## MINUTES FOR 1<sup>st</sup> OCTOBER 2012.

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

**Apologies:** Zoe Moorhouse

**Minutes of Previous Meeting:**

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

### MATTERS ARISING:

#### Chairman's Report:

**Website:** David has material available to be added to website.

**ACTION**  
**ZM/DP**

#### Secretary's Report:

**Tingewick Village Halls Rules:** Following comments from Tony Hawkins it was agreed that Rule 14 (Alteration of Rules) should include a statement that the Trustees be consulted with regard to rule alterations. The revised Rules to be issued.

CW

**PRS/PPL:** An application form for a joint licence has been received.

CW

#### Treasurer's Report:

The monthly balance for September was £60 and the year to date was £13527.11.

#### Lettings Report:

Bookings slow at present although for Saturdays approaching the Christmas period they looked encouraging.

#### Maintenance:

**Ash Tree:** Following the meeting, felling was provisionally arranged for 14<sup>th</sup> to 16<sup>th</sup> Nov. Jamie McNaught has been requested to provide a quote for replacing the tree, which will be submitted to the Parish Council along with a letter regarding their plans to refurbish the Bus Shelter. David to establish whether he has any paperwork relating to the ownership of the Shelter.

CW

DP

**Side Gate:** Post in place, gate to be hung early October. It was agreed that as this was to be a fire exit it should only open outwards and be secured with a "panic lock/bolt".

CW

**Swing Doors:** In hand.

PC

**Secure Cupboard:** A lockable cupboard is now available.

**Wheelie Bins:** AVDC are investigating the situation regarding the recycling bin. Concern was expressed that it would be difficult to control the type of material being disposed of in this bin, which may generate problems in future.  
AVDC also looking into the possibility of providing a new refuse bin FOC.

*CW*

**Oven Door:** Repair required.

*PC/CW*

**Hall - West side:** A section of cladding had split and “popped”. Pete to investigate.

*PC*

### **Fund Raising:**

David to investigate the possibility of organising a Comedy Night early in the New Year.

*DP*

**Friends of the Village Hall:** Alan Jones has put his name forward. The feasibility of an informal meeting with F.o.t.V.H. was discussed.

### **Health & Safety:**

A review of the assessments undertaken 2010/2011 was carried out in an attempt to establish compliance with the requirements Regulatory Reform (Fire Safety) Order 2005 – please see attached. Most things appear to be covered, the main omission appearing to be getting Hirers to confirm that they have read and understood fire procedures and that they have received all relevant documents.

*CW*

All current Condition of Hire documents have been retyped, using similar format and text to the originals, to allow easy revision. Modifications have been made where considered appropriate. It was agreed that these documents be circulated to all for comment.

**Disabled Parking:** David was concerned that “unauthorised” vehicles were using the disabled parking bay. A prohibition sign attached the hall was discussed along with investigating the possible refurbishment of the yellow lines on the car park.

*CT/DP*

### **Any Other Business:**

None.

### **Improvement Fund Draw:**

|          |    |  |                  |                  |
|----------|----|--|------------------|------------------|
| 3/09/12  | 34 |  | Mrs. L.Kelsey    | Sandpit Hill     |
| 10/09/12 | 11 |  | Mr. J. Sedgwick  | 44, Stowe View   |
| 17/09/12 | 3  |  | Mrs. M. Fenemore | Manor Farm House |
| 24/09/12 | 53 |  | Mrs. Horwood     | 24, Stowe View   |
|          |    |  |                  |                  |

Meeting closed at 8.55 pm

Circulation: CT, ZM, LC, DP, PC, & CW.  
P. Smith, A. Hawkins