

TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

MINUTES for 3rd APRIL 2017

Present: David Partridge Fran Marsden Carol Doherty Carol Thurlby
 Trisha Lightfoot Pete Chamberlain Zoe Moorhouse Ed Maxwell
 Colin Whitton

Apologies: Julie Hart

Minutes of Previous Meeting:

1. Agreed
2. Proposed: Ed Maxwell Seconded: Pete Chamberlain

MATTERS ARISING:

S106 FUNDING:

Two meetings had taken place to discuss the various lay-out proposals for the extension. Both groups, A & B, confirmed to the Chairman that they taken into account and given consideration to comments raised by the Trustees and other interested parties.

The Chairman had been in contact with local architect Nick Fordy and established that the latter was willing to act on behalf of the Village Hall Committee.

A discussion of the combined deliberations (see attached) took place. A proposed plan, presented by Group A – attached, was used as the basis for these discussions. The following was agreed:

Stage to be kept.

Committee Room to be kept separate. Committee Room to have tea/coffee making facilities which would allow the bar/kitchen area to be locked unless required for a specific booking.

Current Ladies and Disabled toilets to remain as present – depending on later findings/requirements.

Fire Exits – depends on current regulations – down to architect.

Toilets as Plan A – unless informed otherwise.

Bar as Plan A

Architect to additionally investigate the possibility of the project being carried out in two phases.

David to contact Nick Fordy, provide the agreed proposals and determine the ongoing strategy.

CHAIRMAN'S REPORT:

See above.

SECRETARY'S REPORT:

Wi-Fi in the Hall: Telegraph pole erected 3rd April. Now awaiting connection.

ACTION

DP

Parish Council

Website: Community Cafe page – opening time to be incorporated.
Annual Report and assessment review to be added.

AGM: Reminder - 7.30 Wednesday 26th April.

Diary: Forthcoming events to be placed in the Tingewick News*

ZM

All

CW

TREASURER'S REPORT:

The balance for March was up £258.38.
A donation of £460 was received from the Community Cafe.

LETTINGS REPORT:

Nothing to report.

MAINTENANCE:

Overhanging Trees: Completed.

Hall Cleaning: New hours implemented. New mat for Hall entrance purchased.
The frames of the Committee Room chairs exhibit rusting which is being transferred to the floor. David to provide new chairs.
Checks indicate that some hirers do not clean up after their session as thoroughly as hoped. A reminder to be placed in the Tingewick News* regarding hire obligations.

DP

CW

Water Heater (Bar): Broken. Replacement available and ready to be installed.

EM

Urn: Broken. Agreed that a new 20 litre urn should be purchased.

CW

FUND RAISING:

Film Night: A film night has been arranged for Saturday 6th May (Dirty Dancing).
TEN required.

CD/ZM

CW

HEALTH & SAFETY:

1st quarter audit satisfactory except for:
Kitchen emergency exit – door sticking, Pete to investigate.
Car Park – small pothole at join with public footpath. Trisha to raise with the Parish Council.

PC

TL

ANY OTHER BUSINESS: None

IMPROVEMENT FUND DRAW: To be drawn 7th April – Community Cafe.

Meeting closed at: 9.00 pm

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

* If a hard copy is to be published next month