

TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

MINUTES for 8th MAY 2017

Present: David Partridge Ed Maxwell Carol Doherty Zoe Moorhouse
 Pete Chamberlain Julie Hart Fran Marsden Colin Whitton

Apologies: Carol Thurlby Trisha Lightfoot

Minutes of Previous Meeting:

1. Agreed
2. Proposed: Zoe Moorhouse Seconded: Fran Marsden

MATTERS ARISING:

S106 FUNDING:

David had contacted Nick Fordy and established that there would be a ceiling of £2000 for the preparation of all drawings. All present agreed that this was acceptable and that David should arrange a meeting with Nick to discuss the next stage. Ed, Pete and Colin to be involved (evenings 7 pm).

The Committee also agreed a sum of £250 for Richard Craddock to cover expenses incurred during the planning application for the proposed extension.

CHAIRMAN'S REPORT:

The Chairman clarified comments made at the AGM, in-that any emails discussing VH business must be copied to the Chairman.

A letter from the Parish Council, dated 18th April was received by David on the 5th May inviting participation in the annual village assembly on the 11th May. Although short notice, Ed agreed to represent the Village Hall. Other village organisations had received invitations much earlier. Ed to report the delay in receiving the Hall's invitation to the Parish Council.

SECRETARY'S REPORT:

Wi-Fi in the Hall: Now connected. The Parish Council had been contacted regarding the blocking of specific sites, particularly those requiring a licence. Zoe reported to the meeting that a disclaimer warning users would suffice.
Password to be put on the Hall notice board.

Website: The Secretary expressed disappointment concerning the nature of some comments in recent emails and the fact that a non-committee member had been included on the circulation. The Chairman reiterated that Committee business should be done in committee and not via email. As web administrator, Zoe pointed out that the Village Hall was a charity run by a committee of unpaid volunteers some of whom have full time jobs and comments regarding specific items could be misplaced and unhelpful when not raised in committee..

Diary: Dates were submitted to the Tingewick News.

ACTION

DP

CW

EM

FM

Election: Hirers are not permitted to “set-up” in the Hall during the forthcoming Parliamentary Election.

TREASURER'S REPORT:

The balance for April was up by £1223.44, a large contributor to this was a donation of £550 from the Community Cafe.

LETTINGS REPORT:

The Chairman reported to the Committee that Carol Thurlby, Lettings Officer, had resigned from the post and from the Committee altogether. A copy of the letter is attached. Apart from health problems, points were raised in the letter that did not reflect well on the Committee. One committee member's reaction to the letter was that they were embarrassed that after 38 years on our village hall committee, a member of the committee felt intimidated and of such little value to us that she resigned, effective immediately. David to contact Carol and arrange a one-to-one meeting with her to discuss the situation and report back to the Committee next month. A presentation to mark Carol's long service and contribution to the Village Hall will also be discussed at the next meeting.

Two committee members may be interested in the position of Lettings Officer. This will be voted on next month. In the meantime Colin will carry on in a temporary capacity.

The question of both booking periods and online booking was raised at the AGM with Westbury Village Hall being cited as the model to follow and it was proposed that it should be discussed at this meeting. However, this was postponed and will be discussed at next meeting when all committee members are present and the position of Lettings Officer has been resolved. The current website “manager”, Katy Whitton, to look into providing a flow-chart detailing the requirements for an online booking system.

MAINTENANCE:

Greensleeves: A quote for £120 to kill-off the tree stumps and ivy was received. It was agreed not to proceed with this. Pete to keep an eye on the situation.

Water Heater (Bar): Installed.

Tea Urn: Replaced.

Hall Cleaning: A reminder of hirers responsibilities was placed in the Tingewick News. For some reason the Editor of the News underlined the item.

Extractor Fan – Ladies Toilets: Not working. Ed to investigate.

FUND RAISING:

Film Night (Dirty Dancing): Brilliant evening - £174.60 was raised.

Next film evening – to be a “boys” event? The possibility of using Tingewick Life and Facebook for suggestions of suitable films was discussed – July?

Fran reported that Bernie may be available to do a fund-raiser in October.

HEALTH & SAFETY:

A recently acquired microwave was available in the kitchen. It was pointed out that the vents were already covered with a diary and large tea tray. Suitable signage and an assessment

DP

CW

EM

CD/ZM

FM

FM/CD

to be raised. Pete to establish whether there was a more suitable location.

Emergency Exit Doors (kitchen & committee room): Sticking – Pete to investigate.

PC

Car park Emergency Exit Gate: During the Horticultural Show the gate was completely blocked all day by a vehicle belonging to a Horticultural committee member, who refused to move when the nature of the obstruction was pointed out. A bar with hazard tape is currently being used to prevent vehicles parking too close to the gate.

ANY OTHER BUSINESS:

None.

IMPROVEMENT FUND DRAW: Drawn - Community Cafe – Friday 5th May

44	£20	Olivia Marsden
92	£10	Pat Swinburne
165	£10	Charlotte Marsden

Next Meeting – Monday 5th June @ 8.00 pm

Meeting closed at: 9.20 pm

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P. Smith, A. Hawkins