

# TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

## MINUTES for 3<sup>rd</sup> JULY 2017

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

### Apologies:

### Minutes of Previous Meeting:

#### Revised minutes for 8<sup>th</sup> May:

1. Agreed
2. Proposed: Ed Maxwell    Seconded: Fran Marsden

#### Minutes for 5<sup>th</sup> June:

1. Agreed
2. Proposed: Ed Maxwell    Seconded: Fran Marsden

## MATTERS ARISING:

### S106 FUNDING:

The Committee agreed that the interior layout of the proposed extension should be finalised and ready to go out to tender by the next meeting - 4<sup>th</sup> September. The number of toilets for the extension was agreed, with the possible exception that the number of ladies WCs could be reduced by one (making 4 in total including the disabled toilet) - see attached.

The internal layout is to be based on the previously agreed drawing (attached). However, members of the Committee felt that it would be useful to have a meeting with Nick in the very near future to discuss elements of the layout prior to finalising requirements.

Following contact with Nick it is perceived that the unit will be stand-alone with minimal distance between both buildings. Little additional force will be exerted on the main building.

Additional funding was discussed and funding sources had been located. To be progressed further when detailed costs/quotes are available. (Currently, the Hall's year to date balance stands at ca £15,800).

### CHAIRMAN'S REPORT:

The Chairman thought that the website was "brilliant".

### SECRETARY'S REPORT:

**Parking:** Ed had been in touch with the school regarding the occasional use of their car park at the rear of the Hall. A negative reply resulted. A draft response to the school was circulated. It was agreed that this should be sent to the school. (see attached).

**Website:** Booking details to be updated.

**Charity Commission:** Annual Report completed and submitted.

**Missing Wheelie Bin:** Bin found and retrieved from the school yard.

*ACTION*

*CW*

*CW*

*ZM*

## **TREASURER'S REPORT:**

The balance for June was up by £654.64. Thank you to the Community Cafe for a donation of £612.

E-ON are to increase their monthly D/D to £170.

## **LETTINGS REPORT:**

Julie reported that she had been very busy over the last month. Some anomalies in hire charges were discussed (e.g. Dragonfly Society, Parish Council) that were to be resolved.

**Hire Charges:** These were discussed at length and it was agreed that Ed would revise some of the text on the list of charges while any changes to specific hire charges will be introduced from January 2018.

## **MAINTENANCE:**

**Fans:** The control switch for the fans in the Hall roof does not appear to function correctly. To be investigated.

## **FUND RAISING:**

**Fête & Beer Festival:** Thanks to Zoe and Pete for the £150.40 raised from the crockery smash. Thanks again to the Community Cafe for the £314 donation from the tea & cake tent.

**Bernie & David's Music Night:** To be held in the Village Hall on 7<sup>th</sup> October. The Crown Gawcott to provide bar. It was proposed that the Royal Oak should be contacted and advised that they had been considered, but it was felt, that at this point in time, they did not have the financial or staffing resources to undertake such an event.

## **HEALTH & SAFETY:**

**Embankment Steps:** CJM contacted (6.7.17) meeting to be arranged.

**2<sup>nd</sup> Quarter Audit:** see attached

**Mains Operated Smoke Alarms:** The power to these alarms (situated in the roof apex) had been switched off by persons unknown, resulting in a warning alarm being sounded. One of the back-up batteries became discharged. All OK when power restored.

## **ANY OTHER BUSINESS:**

No meeting in August. Next meeting 4<sup>th</sup> September.

**IMPROVEMENT FUND DRAW:** Took place 7<sup>th</sup> July – Community Cafe.

£20 - No.130 - T. Thurlby (Miss)

£10 - No. 1 - S. Kopsch

£10 - No. 75 - B. Marsden

Meeting closed at: 9.35 pm

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

*JH*

*EM*

*CW*

*CW*

*CW*