

TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

MINUTES for 4th DECEMBER 2017

Present: David Partridge Ed Maxwell Carol Doherty Julie Hart
 Zoe Moorhouse Colin Whitton

Apologies: Fran Marsden Pete Chamberlain

Minutes of Previous Meeting:

1. Agreed
2. Proposed: Carol Doherty Seconded: Zoe Moorhouse

MATTERS ARISING:

S106 FUNDING:

At a recent meeting with Nick it was agreed that documentation (including scope of work) for the extension, would be available for the next Committee meeting (8th Jan.). This information will enable the Committee to approach various potential contractors for quotations for the completed project. The selected quotation/s will then provide an opportunity to establish the shortfall in funding between that currently “available” (£76,000) and that required for the completed project. Knowing the additional amount of funding required there is scope to utilise the funding already “available” to build a shell with all utilities while any extra funding required is being sourced and secured. When the additional funding becomes available, work on completing the shell interior can commence. Alternatively construction commences only when the extra funding is available and can be combined with the original sum to enable the project to be undertaken and completed in a single operation.

Nick to be contacted to ascertain whether he requires any additional help in drawing up the specification and to ensure items such as shed relocation are included.

ACTION

NF

CW

CHAIRMAN'S REPORT:

See later.

SECRETARY'S REPORT:

Insurance News Letter: A list of key holders is available. The external key-box was considered an acceptable method of key management.

The brokers are to arrange for a free building valuation.

A disclaimer informing hirers not to leave items unattended in the Hall to be put up – to be photographed as proof.

CW

Website: Zoe has the information for the “What's On Page”.

ZM

TREASURER'S REPORT:

The balance for November was down by £1020.61, this was primarily due to payment of the premium for the Village Hall Insurance (£1170.49).

Ed agreed to become the third signatory for cheques.

CW

Carol's Memorial: The Chairman had been approached by Madeline Bennett (Diamonds?) with a request for a notice board, that she had purchased, to be put up in the main hall in Carol's memory. This was agreed.

DP

A round-the-tree seat made from recycled plastic has been proposed by the family. This was considered to be a suitable tribute from the village hall. Limited

information at present indicates that such a seat may cost ca £350 - £800. It was put to the Committee that the Parish Council should be approached to establish whether they would wish to contribute to the purchase of this memorial. It was proposed by Zoe, seconded by Carol and subsequently agreed by the Committee that the Secretary contacts the Parish Council Clerk with a request that this suggestion is raised at the next Parish Council meeting. Ed to discuss this at the meeting

CW
EM

LETTINGS REPORT:

The items considered unnecessary and confusing in LETTINGS FORM A have been blanked out and photo copies issued to hirers. Form to be revised.

ZM/JH

MAINTENANCE:

Electrical Work: still outstanding – AMP Electrical to be chased.

CW

Committee Room: Persistent mould is present along the join between the floor and the rear wall. It was hoped that this type of problem would be alleviated by the exterior drainage around the hall that was intended to be part of the extension project. However, with the advent of the current problem it was proposed that this should be attended to as a separate issue, as soon as possible. It was agreed that CJM be asked to re-quote as this should be within their remit.

CW

PC

Gents Toilet: The internal toilet door does not shut or lock. Pete to investigate.

FUND RAISING:

Pump Action Barn Dance Band has been booked for 10th March. Food and bar requirements to be sorted out at a later date.

ZM

A film night has been proposed for 24th February.

CD/ZM

HEALTH & SAFETY:

A dog has been reported to have been in the Hall during a Friday Cafe morning. Although this could not be confirmed it was agreed that a sign – no dogs allowed, except guide dogs – be put up.

EM

Third quarter H & S audit satisfactory.

ANY OTHER BUSINESS:

None.

IMPROVEMENT FUND DRAW – DECEMBER:

£20	75	B. Marsden
£10	115	A. Ayres
£10	151	H. Dymoke

Meeting closed at: 9.20 pm

Circulation: ZM, DP, PC, EM, CD, FM, JH, CW,
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