

TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

9th APRIL MINUTES for 2018

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

Apologies: Zoe Moorhouse

Minutes of Previous Meeting:

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

MATTERS ARISING:

S106 FUNDING:

The Chairman reported that AVDC had released the second phase of S106 funding. Plans submitted by Nick in March had been reviewed by the Committee and it was agreed that the resultant list of comments (attached) should be forwarded to Nick for action. The completed S106 authorisation form was passed to the Parish Clerk

ACTION

CW

CHAIRMAN'S REPORT:

Nothing to report.

SECRETARY'S REPORT:

Wi-Fi: This has been officially transferred to the Village Hall Management Committee. It's a 2 year contract with XLN with payment by D/D.

Annual Report 2017: This was approved and signed-off by the Chairman.

Proposed Revised Constitution: With a couple of minor alterations this was approved (final draft attached). The document to be ratified/adopted at the AGM.

CW

AGM: To be held on Thursday 14th June at 8.00 pm

ALL

Notice Boards: A 3mm layer of cork to be added to Carol's memorial board to aid the penetration of pins.

EM/CW

Original notice board to be moved to the opposite side of the main doors, away from the bar area.

EM

TREASURER'S REPORT:

The balance for February was up by £639.83.

The Financial Report for 2017 was audited and signed off by Mr. A Campbell.

Carol's Memorial: Fran has been in touch with the TPC Chair and was informed that Tony Thurlby had been provided with all the proposed details but nothing had been heard from him since. Fran to contact Tony in an attempt to establish what was wanted.

FM

LETTINGS REPORT:

Lettings Form revised.
No problems reported with hirers leaving bags of rubbish.
Larger wheelie bin – availability outstanding.

CW

MAINTENANCE:

Electrical Work: Amp electrician visiting site Tuesday/Wednesday w/c 9th April.

CW

Hall Lights: TS Electrical visited twice and confirmed requirements. Repair to be carried out w/c 9th April.

CW

Convactor Heater – Committee Room: The heater has successfully kept the growth of black mould at bay during winter months since its installation. However, this winter it has been repeatedly turned off and moved
Larger sign?

CW

Water Heater – Kitchen: On a couple of occasions recently the thermostat control knob has been turned-off so hard that it was almost impossible to re-set water temperature. Knob to be set in eco position and taped over.

CW

Shed: Brackets to be provided for the storage of the Community Café's table cloth rolls (2).

PC

Tables: In an attempt to control the number of tables stored in the committee room a sign to be put up limiting the numbers to 8 of each of both large and small.

JH

Cleaning: The purchase of 2 new brooms was agreed (1 to be a V broom).

CW

FUND RAISING:

Barn Dance: This went extremely well with a good attendance. It was felt however that the atmosphere could have been enhanced if the main hall lights were dimmable. As the current fluorescent lighting cannot be modified quote to be obtained.

CW

Film Night: Everything is on track, a float of £50 was requested. As it was planned that sausages would be available the question was raised as to whether when cooked, was it safe to keep them warm during the evening? David to investigate.

CW

DP

HEALTH & SAFETY:

First quarter audit carried out:

Embankment Steps – The barrier had been removed – need to sort out irregular treads

Kitchen Exit Door – Almost impossible to open, compounded by a trapped tea towel.

Swing Doors – now opening one-way - require push/pull signs.

Car Park – Possible sinking & cracking outside main entrance – to be monitored.

ANY OTHER BUSINESS:

None.

Meeting closed at: 9.15 pm

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

P. Smith, A. Hawkins