

# TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

## MINUTES for 4<sup>th</sup> JUNE 2018

**Present:** David Partridge Ed Maxwell Carol Doherty Fran Marsden Julie Hart  
Zoe Moorhouse Colin Whitton Nick Fordy (part of meeting)

**Apologies:** Pete Chamberlain

**Minutes of Previous Meeting:**

1. Agreed
2. Proposed: Zoe Moorhouse    Seconded: Ed Maxwell

### MATTERS ARISING:

#### S106 FUNDING:

A meeting had been held with Nick last month to review the comments on the plans submitted in March. The discussion led to revised plans being produced in May which, although not all agreed actions had been incorporated, were considered adequate for quotation applications. The first step being to contact the 5 candidate contractors to establish whether they would be interested in undertaking the project.

The Village Hall insurers were informed of the proposed project and they recommended that a minor works JCT (Joint Contracts Tribunal) be used with the preferred contractor. Nick agreed to fill-in the technical aspects of the Building Works (JCT) Questionnaire and return it to the Secretary for completion prior to it being returned to the insurers.

#### CHAIRMAN'S REPORT:

Nothing to report.

#### SECRETARY'S REPORT:

**Wi-Fi:** Bank statement showed a £62.17 D/D payment to XLN Telecom.

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

**AGM:** 14<sup>th</sup> June. All revised documentation to be ratified.

#### TREASURER'S REPORT:

The Balance for May was up by £259.67.

#### LETTINGS REPORT:

**Scouts:** Combining with Beavers and Cubs for a trial period before the end of the school term. A charge of £15 was agreed for a complete session of 5 – 9 pm.

**ACTION**

CW

NF

CW

**MAINTENANCE:**

**Electrical Work:** Work on the ceiling fans *should* commence 7<sup>th</sup> June.

**Hall Lights:** TS Electrical not responding.

**Weeding:** Ed to start in near future. If Scouts can get a H.P. washer they will clean up the patio area.

**Disabled Toilet:** New toilet roll holder installed.

**FUND RAISING:**

**Film Night:** Moana - 9<sup>th</sup> June

**Fête & Beer Festival:** Pete will be unable to get involved with this year's crockery smash.

**HEALTH & SAFETY:**

**Kitchen Door:** Currently not sticking.

**Car Park:** No further deterioration – continue to monitor.

**Embankment Steps:** Outstanding

**Fire Blanket:** Dropped out of its holder on a number of occasions – replace.

**ANY OTHER BUSINESS:**

None

CW

CW

EM

ZM/CD

CW

Meeting closed at: 8.45 pm

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