



**Minutes of the Village Hall Committee Meeting which commenced at  
10:00am on Wednesday 13 March 2019  
Councillors Arnold (Chairman), Baker, Harris, Mead & Rennie.**

**1. Chairman's Welcome**

The Chairman welcomed all present to the meeting

**2. Apologies and Reasons for Absence**

No apologies all present.

**3. Declarations of Interest**

No declarations of interest, whether registered or not, regarding this agenda.

**4. Minutes of the last Meetings.**

It was decided to approve the minutes of the Village Hall Committee meetings held on the 18 December 2018 as a true record subject to amendments to wording but not meaning being made in items 5(ii) and 9.

**5. Items for Noting Only**

(i) The report (at appendix A) from the Booking manager regarding the bookings and enquiries was duly noted. Members thanked the Booking Manager for the report. The committee commented that they are pleased the bookings are going well.

(ii) The Clerk reported that she had secured a two year contract with BT for the broadband and phone a saving of £6.50 per month with the addition of a free updated hub which supports the broadband system. If there are problems 4G will then take over.

The contractor has cut the overgrown bush back on the right of the village hall boundary; he has also filled in the pot holes that were starting to come back in the car park.

A cleaning company will start cleaning the hall from the 18 March 2019 and will continue for the foreseeable future.

**6. Reports, Document Revisions, Approvals and Decisions**

(i) It was agreed the Clerk will consult with the Chairman and then decide action to be taken if a resident books an event but then cannot attend.

(ii) Councillor Harris produced a sample of sound/fire proofed door. The thickness of the Composition makes the door fire proof. The doors can be made to match the existing doors. The doors are heavy and would require two hinges to be fitted. It was agreed other sound proofing methods would be sourced.

(iii) It was agreed to increase the valuation to £607,530.00 on the update of the assets register valuation for insurance purposes.

(iv) It was agreed the Chairman is to measure the guttering required and ascertain which brackets require replacing, the decision will be deferred to the next meeting when the Chairman will report his findings and estimates.

The Chairman and Councillor Baker are to remove the waste from the sheds and the compound.

(v) It was agreed to defer the completion and any actions required regarding the RCCE Health and Safety checklist document to the next meeting.

- (vi) Councillor Harris gave an update on the fire risk assessment. Building Control had confirmed £245.50 as the cost of an application to approve a change of fire exits from the building; this expenditure was approved. The committee thanked Cllr Harris for the professional preparation of the Fire Risk assessment.

Cllr Harris made the following points:

- The Operators Manual needs collating.
  - the use of door wedges should stop, all fire doors should have notice put on them or have self-closers fitted.
  - the thumb turn knobs on the middle doors are not appropriate for an emergency exit.
  - PAT Testing to be completed annually – Cllr Mead is to organise an electrician.
- (vii) It was agreed that signs warning people parking, their cars run the risk of being locked in the car park once the hires of the day have finished. The signs will be mounted high up on the two lampposts in the car park. The cost of a barrier to replace the chain and increase security is to be investigated.
- (viii) It was agreed that a cleaning company will clean the hall once a week for a trial period.
- (ix) It was agreed to purchase the Bluetooth receiver for the audio system.

## **7. Financial Matters**

- (i) The payments as set out in the Village Hall Transactions Financial document were noted. Date of Accounts: 12 December 2018 – 6 March 2019

## **8. Items for the next Meeting**

Agree on replacement guttering and brackets

The update to the Fire Risk Assessment

Discuss change of fire exits.

Agree on any actions required regarding the RCCE Health & Safety Checklist.

Agree on options to secure the car park

## **9. Next Meeting**

It was agreed to confirm the date and time of the next meeting at the Annual Parish Council Meeting which is to be held on the 14 May 2019.

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## **Appendix A**

### **Booking Managers Report**

I am pleased to report the hall continues to be very busy with booking numbers above this time last year. January was particularly busy with Children's birthday parties. April in particular, is very busy with numbers up 50% from the same month last year.

Wedding reception enquiries have increased, viewings taken place, two have confirmed and I am waiting for others to decide.

Resident bookings have increased a little as for a while dipped especially for Children's parties. Non - residents are still the main hirers at weekends.

We have a new regular hirer, a Yoga class on a Thursday evening which takes the Regular hirer figures up to 19. We have just had the Zumba Class on a Friday morning cancel due to lack of numbers so I will now offer that morning to people on my waiting list.

The increase in rates in general has not deterred too many with the general feedback being that non- residents happy to pay £25 as the hall is so nice and residents are happy with the price increase too.