

Lindford Village Hall Committee Meeting Minutes 29th July 2014.

Present

Simon Banks van Zyl (SB), Ian Skelton-Smith (ISS), Annette Gould (AG), Derek Barr (DB), Stephen Holden (SH)

1. Apologies for absence Kye Anderson (KA) & Michala Canning (MC)
2. Minutes from 27/05/2014 Proposed by ISS & seconded by DB. Carried
3. Declaration of Interests None
4. Public discussion None
5. Progress on items raised at last meeting
 - 5.1 *Summer fete 2014 (SH)* All agreed fete 2014 had been a great success and feedback from the community had all been positive. A number of thank you cards had been received.

The sum of money to be carried over/donated to charity totalled £725-00. It was agreed the support and funding from EHDC, Radian, Lindford Parish Council and our District Councillor allowed a varied event to be staged.

The Committee agreed it would be nice to plan an event for 2015 and a similar time of year would be ideal. A theme for the event shall be established and streams of funding explored. It was noted EHDC funding cannot be applied for again next year as they have a 2 year rule.

SH expressed his great disappointment that we had not been permitted to use land adjacent to the hall overflow car park for the provision of a larger arena. Chase Residents Associations, Chairman had advised the land was unavailable as the grass was being grown and cutting schedule revised. We had offered to cut the section requested at our cost but this had been declined. The dog show had to be limited in size and we had to cancel plans to use the arena for other fun events.

Of particular note was the great effort put in by the team from REME, the assault course proved a massive hit with young and old alike? SH said he had never seen so many happy smiling people.

A number of items needed to be looked at for next year. It was important to get the hall PA system functioning as this was unserviceable on the day. Also having a larger float of cash and provision for rubbish removal.

The Village Hall Committee wants to thank everyone who helped make the event the success it was. A write up and photos will be posted on LPC website.

A new Village Hall Events Team shall be established and start planning for next year.
Action: DB

6 Maintenance

6.1 *Routine maintenance (SH)*

The microphone in the Perry Room was found unserviceable. This is to be investigated and repaired urgently. SH to look for the User Guide and AG to seek guidance on improving the system and adding extra functionality. ISS added the existing microphone on/off button was difficult to operate.

Action: SH, AG

It has become evident the fridge/freezer size is too small and the device itself showing signs of wear and tear. It was agreed to replace this with a separate and larger fridge and stand alone freezer. More modern and efficient designs to be looked at. The Committee agreed to go ahead with this. AG to look at suitable appliances.
Action: AG

As a result of the space required for a fridge and a freezer the addition of a dishwasher will not currently be possible. SB also had concerns with a commercial dishwasher and how we would control its use, health and safety and ongoing servicing costs.
Ongoing

There had been two recent alarm activations. The Key holding company believed the PIR sensors in the Perry Room had been activated by insects. Cobwebs were noted over the PIR's and cleaned away. It was noted the high level and wall mounted light fittings were in need of a clean to remove dead flies etc. that had accumulated over time. A quote to hire a tower and clean the fittings is awaited.
Action: AG

Our Cleaner has been approached and expressed an interest in the 'Caretaker' role. SH advised we had not heard back from the Employment Committee on the Job Spec. and this needs to be chased. The addition of the weekly/monthly safety checks should be considered within the role.

Action: Employment Committee

6.2 *Committee Room Refurbishment (DB)* As previously discussed the quotes received were for the dado rails were for a rail too narrow for our needs. DB is chasing additional quotes and refurbishment of the room could not go ahead until this had been resolved. There also needs to be agreement from LPC on a budget for refurbishment once dado rail costs are known.

Action: DB

6.3 *Dado rail (DB)* See 6.2 above.

6.4 *Perry Room floor refurbishment (DB)* DB has been looking at the costs associated with a skim and re-seal of the floor. Currently awaiting on quotes from contractors. The work needs to be scheduled once the high level lights have been cleaned as a tower could potentially damage a newly sealed floor. Once the works are carried out the buffing machine needs to be used to maintain the finish and re-training on its use would be required and guidance

from the specialist contractor on preventative maintenance and upkeep of the surface. **Action: DB**

7 Village Hall Committee & Roles

7.1 SH has decided to stand down from the Village Hall Committee. This leaves a vacancy for a Secretary. SH was thanked for his work as Secretary.

8 Financial matters

8.1 *Presentation of year to date accounts (AG)* Budget remains on target, however the loss of two recent groups will have an adverse effect until these slots can be filled. **Action: All**

8.2 *Progress on outstanding debts (AG)* Only minor issues noted at this time. These are being suitably managed. **Action AG/MC**

Rota for safety checks and showing people around/opening/closing hall

August	ISS
September	SB

Meeting closed 20.30hrs

Next meeting 30th September 2014 at 7pm