

North Mundham Village Hall Management Committee

Minutes of Meeting of Monday 10 March 2014 in the Annexe

Present- Frances Neave (Chairman), Peter Baldwin, Annie Maclean,& Jenny Harper.

In Attendance- Terry Reed

Apologies- Roland Higgins.

Previous meeting.

1. Minutes of the meeting of 10 February 2014 **were** accepted.

Financial Report.

2. We currently have £54,088 in the bank, which includes the £3,660 of fundraising towards the kitchen. That sum does not however include the Barn Dance held on 15th February which raised £640.
3. The lettings in February were £1,528 which is very good.
4. The rateable value of the Village Hall has gone down from £11000 to £5000 as we had been paying for the pavilion as well as the village hall, so the increase in the rates won't be as much as we had feared.
5. Our new window cleaner Steve Gingell has started and we are pleased with his work. He only charges £20 instead of £30 every 2 months.
6. Frances has been monitoring the NMPF meter since discovering that the annexe had been connected to the VH electric meter and has found that the Playing Fields owe the VH about £500. This means that the annexe will have a far smaller heating bill than the village hall as the VH has a large gas bill as well as an electric bill. Our boiler is quite old and not very efficient and the VH is not well insulated. The future is probably a new boiler and replacement double glazed doors.

Bookings

7. The Panto in early April has been cancelled. The Concord club wanted that weekend too so Terry will contact them and let them know that the date is now available.

Website

8. We discussed the need to update our booking form and conditions of hire and hire charges on the VH website. Terry asked that the booking form be amended so that the date and times of the booking be bolder and at the top of the form. Frances will update and send to Annie to reformat where necessary before Frances sends it to Louise. Louise can create the website we want but we need to work out what that is!!

Table Tennis Club

9. The Table Tennis Club are managing to fit their Table Tennis tables in the boiler room and we have offered them 2 of the cupboards to store bats etc. Terry will clear the space once he is fully mobile again.
10. **Maintenance**
11. **Kitchen Fans** – We will ask electricians to fit 2 new extractor fan in the old kitchen when they were next on site doing the work on the new kitchen.
12. **OVER RIDE Buttons-** Terry would like these removed by the electricians as well.
13. **Tap in the disabled toilet and replacement toilet seat** . Annie will ask Craig Hawes if he is willing to do this work. Terry said that the tap in the kitchen is dripping and a light in the men's toilet needs replacing. We will ask Craig to do these jobs too.
14. **EMERGENCY LIGHTING** – Frances reported that the sign in the small hall is flickering.

Shed and Store Rooms

15. The Sunbeams have agreed to pay the £100 rent for use of the storage shed. Louise hasn't received their cheque yet.
16. The Youth Club have still got their equipment in storage room 3 and it was agreed to ask them to pay the £100 rental or to vacate the store. Frances has spoken to Jon Stuart & has agreed to wait until the Easter Holidays when it will be known whether the Youth Club will resume.

Capital Projects

17. The New Kitchen is progressing well and we have made a first payment of £13,708.94 which includes VAT of £2,284.82. Frances is visiting the site every day.

AOB

18. AOB Frances went on an AIRs training course on 24th February. It highlighted the need for the Village Hall to update its Fire Risk assessment and have a Health & Safety file in the Village Hall. Frances will liaise with Roland about this. Louise has done Risk Assessments and has Health and Safety policies on behalf of the Parish Council so this may be sufficient.
19. Frances will get rid of the 6 remaining plastic chairs which were in the boiler room.

Dates of the next two meetings 14 April & 12 May.