

NORTH MUNDHAM PARISH COUNCIL VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Village Hall Management Committee Meeting held on 8th January 2018

PRESENT: Cllrs, Frances Neave (Chairman), Keith Phillips and Annie Maclean.

In attendance: Louise Chater (Clerk), Terry Reed (Caretaker and Booking Secretary).

V01.18 PUBLIC QUESTION TIME

None.

V02.18 APOLOGIES AND REASON FOR ABSENCE

Jenny Harper (user representative) - Absent

Peter Baldwin (user representative) - Absent

V03.18 CODE OF CONDUCT

1. Declaration of Interest of items included on the agenda - none.
2. Dispensation Request - none.

V04.18 MINUTES

On a proposal by Cllr. Phillips, it was RESOLVED to accept the Village Hall Management Committee Working Party Minutes of the meeting held on the 11th December 2017.

V05.18 FINANCIAL REPORT

1. Financial Statement - the Chairman provided the meeting with the monthly financial statement, it was noted that the lettings were down due to the Christmas holidays. The bank reconciliation statement for November 2017 were noted, it was also noted that the bank reconciliation statement had been updated to show the additional assigned reserves, which consisted of Village Hall Replacement Reserve in the sum of £2500, Village Hall Maintenance Reserve £2500, Audio Visual Replacement Reserve £2500 and Kitchen Equipment Replacement Reserve £2500. As at the 30th November 2017 the operating surplus stood at £5522. It was noted that as at today's date the bank balance stood at £24,600.95. It was noted that any user that had not confirmed that they do not use recorded music, confirmed that they play music and do not hold a PRS Licence or they play recorded music and have a Licence but had not provided a copy of the Licence would be charged £1.00 per hour from 1st January.
2. Budget 2018/2019 - the Booking Secretary and Caretaker stated he was happy with the budget. It was noted that following the recommendation of the Committee the expenditure budget for 2018/19 has been set by the Parish Council at £15,561.00.

V06.18 BOOKINGS

1. Booking Conditions - review/GDPR - it was noted that the Clerk and Cllr. Russell were due to attend a course in February to gain a better understanding of GDPR and NALC were preparing a tool kit to assist with the requirements of the Act. It is highly likely that the booking form will need to be reviewed and a meeting will need to be held between the booking secretary, Clerk and Chairman to ensure compliance prior to the Act coming into force on 25th May 2018. When reviewing the booking form notification of cancellation needs to be considered.

VO7.18 TABLE TENNIS - Report from representative
No report received.

VO8.18 FRENCH EXCHANGE - Twinning Sign
The Chairman reported French Exchange Committee continue to work on the sign.

VO9.18 MAINTENANCE

1. Health & Safety Check - completed.
2. PAT Testing - completed on 1st December 2017
3. Ladies Toilet - new water heater has been installed, the skirting board remains wet this issue will be reviewed once sufficient time had been given for the skirting to dry out.
4. Mens toilets - a flush sensor has been installed on urinals.
5. Boiler Room Door - the work has been completed.
6. Taps in Tea Kitchen - have been replaced.

V10.18 CAPITAL PROJECTS

1. Roof Repairs and Guttering - the damaged guttering to be replaced, quote to be obtained. The roof repair will be completed in the spring.
2. New double glazed exterior doors in main hall - it was agreed that this was the priority. It was agreed that when the quote is being obtained to get a comparison quote including the exterior door in the small hall.
3. New double doors from the corridor to the main hall and small hall - it was noted that quotes were to be obtained and clarification to be sought on the current glazing specification.
4. New signage on fascia boards using Gala Grant - the Chairman reported that the sign had arrived and Cllr. Phillips agreed to install the sign.
5. Resealing of floor - Summer 2018 or 2019 - It was noted that the Caretaker had treated the floor and the Chairman thanked him for his work. It was agreed to review the surface in the summer to decide if the flooring needed resealing.

KP

V11.18 MARKETING

The Committee agreed that at the present time hall bookings were sufficient. With a limited number of un-booked spaces which provides the ability for ad-hoc bookings.

V12.18 EXTERNAL CORRESPONDENCE

Energy Performance Certificate Legislation for non-domestic let buildings - the Chairman to seek advice from AIRS.

FN

V13.18 REPORTS ON EXTERNAL MEETINGS

None.

V14.18 ITEMS FOR FUTURE AGENDAS

Fire Extinguisher and Fire Safety checks - following discussion it was agreed to obtain quotes for the whole complex.

FN

V15.18 MEETING CALENDAR

1. Working Party - 12th February, 12th March, 10th April, 14 May, 1 June, 9 July, 10 September, 12 November and 10 December.
2. Committee Meeting - 8th October 2018

19.37 meeting closed.

Signed: _____ Chairman to North Mundham Parish Council Village Hall
Management Committee

Dated: _____