

North Mundham Village Hall Working Party

Minutes of Meeting of Monday 10 December 2018 at NM Village Hall

Present- Frances Neave (Chairman), Annie Mclean & Keith Phillips

Absent- Jenny Harper & Peter Baldwin.

In attendance – Terry Reed

1 Previous meeting.

1.1 Minutes of the Meeting of 1st November 2018 were accepted.

2. Financial Report.

2.1. We currently have £32,359.24 in the VH bank account at Unity Trust Bank.

2.2. The lettings in November were £1,983.50.

2.3 Terry Reed's new 2 year contract will be £435 per month for caretaking & £75 per month for bookings secretary. He will retire in 2 year's time.

3. Bookings

3.1 The new booking on Mondays 6-7pm in the small hall, Crochet Club is low on numbers and may not be able to continue.

4. Table Tennis

4.1 Nothing to report.

5. Maintenance

5.1 H & S check was done in November. We will use the Lock Centre to do an annual inspection of the fire alarm system as well as the entry alarm as suggested in the Fire Inspection report.

5.2 Frances is still waiting for a date for Best Choice Roofing £1260 +vat to do the roofing repairs after the lead was stolen, This will be an insurance claim.

5.3 Terry has replaced the self-closing chain on the men's toilet door and will either repair or replace the one on the ladies toilet door.

5.4 Tim Croucher has serviced the VH boiler. He suggested that the flue should be secured . he will do this job in January.

5.5 Tim Croucher has also been to stop the slight leak in the disabled toilet. Terry reported that it was still leaking. Frances will get Crouchers to return to fix it properly.

5.6 The piano was tuned but it needs restringing next year.

5.7 The shutters have new back-up batteries at a cost of £135 each. The work was done by A W Garage Doors who installed the shutters in the new kitchen.

6. Capital Projects Budget 2019/2020.

6.1 Resealing the wooden floor. This needs to be done every 2 years so we will put £500 in the budget each year.

6.2 New double glazed doors in the Small Hall to match those in the Large Hall.

6.3 New double doors from the corridor to the halls. We would need 6 pairs. They could either be blond wood with windows or single glazed double doors to match the new double glazed doors.

6.4 Terry suggested that the dividing folding doors need some maintenance work. He thinks that the ball bearings at the top of the doors need replacing. The problem is finding someone who is willing to do this work. We have used Parham Brothers in the past but they don't do this sort of work anymore. Frances will investigate in the New Year.

7. PRS Louise has sent details of our bookings to PRS. She is waiting for a reply.

8. Marketing & Business Plan

8.1 We will take a full page advert in Sussex Views (£150) and Local Life to promote the village hall with users contributing and advertising their classes in the advert was thought to be a good idea. We will put £300 in the budget for marketing. This will be delayed for a while until the Parish Plan has been done.

9. A.O.B

9.1 Stoney Meadow have said that they will replace the old wooden Village Hall sign. Frances will chase them up. We thought a finger post on the Public Footpath sign might be a good idea.

Dates of the next 2 meetings: 14th January & 11th February 2019