

**MINUTES OF HOTHFIELD VILLAGE HALL**  
**COMMITTEE MEETING**  
**MONDAY 2<sup>nd</sup> August 2010**

**1. Present:** Tina Marden (Chairman), Kay Pender (Vice Chairman), Anita Bramfitt, Paula Chapman, Sharon, Rose Harris, Shirley Horn (Secretary), John Nicholls, Chris Rogers (Treasurer)

**Public Present:** Kenny Marden, Dave Beckley

**2. Absent/Apologies:** John Collins, Tony Pender, Graham Parker

**3. Minutes of the previous meeting:** Minutes for 5<sup>th</sup> July 2010 amended to include John Collins as present. On page two the amount for each bar to pay should read £50 and not £150, agreed it does not matter if the hirer pays this amount and recovers it from the licensee or that the licensee pays as long as it is paid before the bar is set up. Following further discussion it was agreed that the hirer should pay the bar cost at the time of paying the balance. Pointed out that Sharon needs to see the licence for each bar.

Money from the bar at a previous party has now been paid to Tina.

Chris raises an item at number 6 in the minutes and asks that it be recorded that the insurance for the Hall permits 245 to be seated in the Hall. Chris distributes copies of the Premises Licence and draws to the Committee's attention that there are some interesting requirements in the licence and he suggests members of the Committee read the document.

In the last paragraph on page one of the Minutes the hours given for the end of music at events should read 11.30 p.m. and all the people to vacate by 12 midnight.

**4. Matters Arising**

Chris has contacted the council about the TENS and confirms that the allocation of 12 is automatic, no application is necessary. New Years Eve is automatically until 1.00 a.m. Discussion followed about the requirement of hirers to vacate earlier than perhaps their licence allows. The website has been amended and no longer shows different prices for those with or without extensions. Whatever the hirer's extension may allow the contract they sign will specify music to end at 11.30 and the hall to be vacated by 12 midnight.

Once the Committee is satisfied the hiring contract needs no further amendment it is agreed that a copy of the contract be placed on the website so that anyone wishing to consider hiring the Hall may read it.

Chris asks for a standard entry on the agenda for each meeting for a public interval, agreed this should be provided and inserted after 'matters arising'.

Replacement of doors - Chris has put in a bid to the grant providers and received an acknowledgement and it will be put to the next board meeting of the organisation but it is not clear when that will be. Agreed that the work should go ahead and the Committee will find the money. A deposit of 25% of the quote will be required before the work begins.

Lawnmower - discussion about recent repairs to the lawnmower, a new wheel that was replaced at £12.46 and a cost of £17.97 for a drive belt that does not appear to have been replaced.

**5. Chairmans Report**

Tina enquires as to how many signatures are required for payment of money and Chris confirms only one is required. The accounts are with the Alliance & Leicester: 2 deposit accounts only paying 0.1% and can be used to transfer from the current account and can be on line. There are three people authorised to sign cheques, Chris, Peter Patten and John Nicholls.

Chris circulates the missing page one from the Lease for the Committee's records.

Tina and Kay propose that anyone booking the Hall provide two forms of identity to show that they reside at the address they give and Sharon copy these. This is agreed and the contract will be amended to include the requirement suggesting that what would be acceptable is recent utility bills, driving licence perhaps with photograph.

Tina asks the Committee if anyone knows who or what the Carnival Committee is and John Nicholls indicates he was a member of the committee and names some other people, some no longer with us and states it has not been operative for many years. John on behalf of the Carnival Committee had the display cabinet made that hangs in the Hall and contains the Bowls Club trophies and the only time the trophies come out is for engraving. It is an unusual situation where the organisation to whom it was given is disbanded but the person who bought the cabinet is Chairman of a club that uses the cabinet for trophies, but it is hanging in the Village Hall. Discussion followed about the cabinet and who holds keys to the cabinet and who should have access to the cabinet. John Nicholls as Chairman of the Bowls Club holds one of the keys and it was agreed that he put to the Bowls Club members that Tina hold a spare key.

Tina asks for clarification of the date of the Hall jumble sale and the Saturday available is 30<sup>th</sup> October time 12 noon to 3 p.m. and a donation will be made from the profits to the Friends of St Margarets Church who declined to receive half of the proceeds but the Committee wished to recognise the help provided by the Church by a donation.

Other events mentioned - the Harvest Supper is on the 2<sup>nd</sup> October and expected to be £6.00 per person. The Race night will include a Ploughmans and Tina will be speaking to Caroline regarding this and it is agreed the entry remain at £5.00.

## **6. Treasurer's Report**

Peter Howard would like to open a specific account for the new lottery which is to be launched at the Fete on the 19<sup>th</sup> September. Peter H and Paul Eckersly have asked Chris to set up a current account backed up by the deposit account which will have a separate cheque book naming the Village Hall Lottery and be distinct from the regular cheque book and will need two signatures. Agreed a separate account be created. The lottery will pay out 50% to the prize winners and 50% to the Hall, first draw in October and suggested the draw take place at the Hall Committee meetings each month which are open to the public who could attend to see the draw. The licence obtained to run the lottery will also allow the Committee to sell raffle tickets in advance of the raffle to be held at the Fete on the 19<sup>th</sup> September.

Accounts circulated showing total income of £721.12 and outgoings of £298.53 a good profit due to the recent parties. Chris raises again concern about the electricity used in the Hall. Currently £70 per month is paid for electricity but we are still £140 in arrears after only four months and it is baffling why the usage is so high, and EDF will not check it without payment.

Request from Rose for payment of black bags she purchased, two boxes at £10 each which Chris will organise and raise in the accounts next month.

## **7. Booking Clerk**

Sharon informs the meeting that she has received a new enquiry to hire the Hall for a party and also interest from someone wanting to start an aerobics class approximately 10 a.m. to 12 noon on a Monday. Sharon queries if she should give the person a contract. Following discussion it was agreed that although the old clubs do not have a contract every new club should sign a contract. Kenny expressed concern about cleaning the Hall and particularly the floor before the Contra Dance in the evening. It was felt the Committee could not refuse the booking and the situation should be monitored.

Sharon clarifies the times/dates for the Bowls and John Nicholls confirms there are no more away games and Bowls usually goes on until 9.30 the Merry & Bright is 2pm to 4pm, their bingo session being only 1½ hours, darts lasting around 1 hr, no darts third Wednesday in each month. Child's party on the 30<sup>th</sup>

August, Contra Dance not there that Monday. Kenny suggests that the tables from Bingo are left out for the Wedding booked for the 28<sup>th</sup> August, agreed that would be good idea. The lady booking the Wedding is going to make a curtain to cover the screen near the kitchen and will then donate it to the Hall. The screen needs attention and it is agreed that Kenny be paid for an hour to specifically clean the screen.

Tina asks Sharon for the contact number for the lady who ran the Karate because it is essential that the equipment left by her is now removed because the storage room is needed and if it is not she will be told the Committee will charge for its storage.

## **8. Fund Raising**

There was a brief discussion about the available Raffle prizes to be included on the tickets, so that these could be finalised for printing.

Sharon tabled some poster designs which were warmly agreed as suitable for windows and notice boards at A4 and A3 size. The Committee would peddle these around local businesses, Children's Centre etc. Chris and Hedley can print at A3 but Chris would look into some larger boards for the main roads at A2 or A1 size. Stiff weather-proof boards could be printed locally at £35 each but the Committee felt that we could do our own.

Chris explained that he has secured insurance for the Committee and volunteers (Employer's liability) and for the third party Public Liability on the day. This has been arranged as an extension to the Hall's own insurance on the basis that the Fete is being organised by the Village Hall Committee (with helpers) and is not being organised (partly or wholly) by any other named Group or Society. Graham's suggestion of using a 'Hothfield Support Group' name was good but could confuse the insurers. This is also the case for the raffle licence which is in the name of the Village Hall.

## **9. Any Other Business**

Tina tells the meeting that the person who hired the Hall for the party on the 14<sup>th</sup> May is disputing the retention of the deposit. They maintain the Hall was not disgusting and there was no smoking in the Hall, no dirty nappies and that all the tables and bar area were washed. In addition she is stating the Committee have broken their agreement by not notifying her within 28 days that the deposit would be retained because of the mess. Also she has told Tina that she came the following Sunday to clean up and was turned away but she does know who it was, neither Kenny or Sharon were there and no one else knows who this person was. Photographs of the condition of the Hall were circulated at the meeting which it was agreed showed the poor condition of the Hall and justified the deposit being lost. The evidence of smoking in the Hall also shows that people at the party were breaking the law. There was a lot of anger in the village as a result of the party and the condition of the Hall following the party which a number of people were witnesses to. As a result it was agreed that the Committee were right not to return the deposit. Agreed that Tina should write to the person outlining the basis for keeping the deposit and enclosing the photographs that were taken.

The Committee having agreed to ask people hiring the Hall to provide proof of identity and address, it was acknowledged that there may be people who attend as guests who cause damage or mess. In such a case if there is a problem the person who hired the Hall is ultimately responsible and would be liable to lose the deposit they have paid.

There being no further business the meeting closed at 9p.m. The next meeting is arranged for Monday 6<sup>th</sup> September at 7.00pm at the Children's Centre.