

# **MINUTES OF HOTHFIELD VILLAGE HALL COMMITTEE MEETING**

## **MONDAY 1<sup>st</sup> November 2010**

**1. Present:** Tina Marden (Chairman), Kay Pender (Vice Chairman), Anita Bramfitt, John Collins, Sharon (Booking Clerk), Rose Harris, Shirley Horn, John Nicholls, Graham Parker, Chris Rogers (Treasurer)

**2. Absent/Apologies:** Paula Chapman, Peter Howard.

In attendance: Dave Beckley (KCC Community Warden), Larry Krause (Chairman Parish Council)

**Meeting commences** with the Village Hall Lottery Draw conducted by Paul Eckersley. Numbers drawn by Tina Marden: 1<sup>st</sup> prize no.84, 2<sup>nd</sup> prize no.6 and 3<sup>rd</sup> prize no.40.

**3. Minutes:** the minutes of 4<sup>th</sup> October 2010 agreed and signed.

### **4. Matters Arising**

Tina tells the Committee that she has been approached by members of the Parish Council regarding the payment of the insurance for the Hall and that the Parish Council would wish to pay the premium this year to enable the Hall to get back on its feet. Larry, present at the meeting, tells the meeting that the view of the Parish Council is that if the Committee pay the insurance this year then the Council would use the money otherwise spent on the insurance to support the bid for grants currently being formulated by Bob Rivers. It would form the donation from local groups that Bob spoke of at the last meeting. Agreed by the meeting that the Village Hall should pay the insurance and accept the offer of the payment from the Parish Council towards the grant bid. The money from the Parish Council will be available from next April in the next financial year.

### **5. Chairman's Report**

Tina raises the issue of advertising of events and that more needs to be done to advertise the events that are arranged by the Committee, everyone agrees advertising needs to be improved. Kay suggests that the Committee arranges small flyers to go inside the newsletter which would be clearer to people and easy to read. Others could be produced and distributed by members of the Committee when they are out and about to spread the word. Sharon is happy to produce this size of flyer and Graham too volunteers to produce advertising and to take on the role of organising advertising for events.

The Chairman wishes to express the Committee's thanks to the Parish Council for the £100 donation they gave towards the Halloween night. Dave Beckley states he has produced a report and asks the Committee to approve this which he will give to Hedley for the Newsletter along with some photographs he could use. Agreed this should be done.

In relation to the signatories for cheques on behalf of the Committee it is proposed that new names are put forward who are actually current members of the Committee. Kay proposes in addition to Chris and John Nicholls that herself and Tina should be approved. Agreed and Chris will look into what Alliance & Leicester require in the way of proving identity of the additional signatories. It is suggested that if it proves too difficult that it maybe the Committee should look into changing bank accounts and it is suggested that the National Westminster is very good.

**Public Interval:** No representations.

## 6. Treasurer's Report

Financial report circulated for October. Some amendments required following extra monies being received. Income from the jumble sale should record £241 and profit adjusted to £178.38 and the balance for the month to read £209.61.

Chris records thanks to Tina, Rose and Kay for all their efforts in putting on the events and running around for food etc. The cost of food for events is high and often involves a loss, for example the cost of food for the jumble was £63 and the food sold was £38. Discussion followed about the profit made on the events run in the month and with the hard work resulting in overall profit of £500.

The Hall share of the Harvest Festival was £162. Previously the committee had agreed it would make a donation to the church from profits of the Jumble. Agreed the sum of £50 be donated.

The building fund is now virtually exhausted with the doors, curtains and track coming out of that fund leaving an amount for the plate on the tank room door. No claim was made for the damaged door on the insurance because of a £500 excess, the cost of the repair is £180.

Question raised about the notice boards purchased. Chris reports he managed to buy 10 for the price of 8 and as a result there are 5 that have been put in the Hall (and five for the History Society). One is placed near to the dart board to store the official notices and the others placed on the Hall walls for appropriate art work, photographs etc. It is suggested the pictures of the Halloween event be displayed in one and Tina asks about old pictures from Hothfield School. Agreed these notice boards be used for the temporary display of photographs from events held for people using the Hall to see and help promote future Hall events.

Final payment to the builders is due of £678.70. Chris explains that a soap dispenser in the ladies toilet is not working too well. There is also a leak from a stop cock in the toilets which will probably mean additional cost because this was not necessarily part of the work undertaken by the builders. As a result Chris asks that the Committee to agree the final payment be made and this is duly approved.

Discussion about the mysterious water that keeps appearing in one of the kitchen cupboards filling the cups with water with no pipes in the cupboard to leak it is not clear where the water is coming from.

The youth club has asked if they may store items under the stage and it is agreed the keys for the area they are using be given to Bridget. A number of things are stored in the bay for the Youth Club and one of the others used by the Bowls Club. Agreed the person/organisation using the storage be provided with the key and be responsible for the items in their bay. The bays are not properly divided and following discussion it is agreed that Chris and Kenny will put in dividers to protect each organisations' things.

The karate mats left by the organiser have been donated to the Hall. Discussion followed about how they should be used. They are good quality mats and it is felt that Bridget could use them for the Youth Club or she might be able to find a use for them.

Discussion followed about the items stored in the Hall by organisations and whether the Hall insurance would be liable to pay out or if the organisation itself should have insurance. Decided that the contract should contain a provision that the Hall will not be responsible for the loss or damage to any items stored within the Hall, effectively a disclaimer; Chris will amend the contract.

John C explains that in one storage area there is a trolley on wheels that can be pulled out for access and he requests that if at any time this trolley is removed that the wheels be returned to him because

they belonged to his father.

## **7. Report from the Booking Clerk**

Bluebells children's party on the 16<sup>th</sup> December must be finished by 1pm so that the Hall is available for the afternoon booking and Kenny says he will be at the party and will make sure they are out for Merry and Bright to go in.

The Contra Dance have made further bookings until next November and also the dog trainer has booked another year also. Both of these have rebooked at the new hourly figure applicable from next year. There is a quiz curry night in January organised by Tony Rawlins and Sharon reminds the meeting there is nothing organised by the Committee for a quiz or race night or anything. For next year, so far, the only Hall organised event is the Fete in August.

After discussion it was agreed that a quiz be organised for 26<sup>th</sup> February and a cheese ploughmans be provided and Chris will speak to his contact to arrange the questions. Race night discussed but felt we should only look at one a year as it can be difficult to request sponsorship for the races.

Bazaar already set up for 11<sup>th</sup> December and time agreed 12 noon to 4pm with Christmas goods and boot stalls for people to book at £5.00 a stall. Raffle prizes gratefully received. Decided that too late to repeat the Christmas lunch from last year but next year should consider organising an event.

The next jumble is agreed for 2<sup>nd</sup> April 2011, 12 noon to 3.00pm.

Discussion about a New Years Eve party as members of the Committee have been approached by residents asking if the Committee are arranging a party. The last New Years Eve party did not attract people from the village but with the need for people to cut costs it is hoped if another is held people will attend a local event and the Committee agreed to organise an event and book a country and western group with ticket price of £10.00. Usual contact to provide the bar who the Committee agree should be asked to pay us to be able to run the bar. No food provided, people to bring their own. Advertising essential and tickets to be available from Tina and Sharon. Tina will contact barman.

## **8. Fund Raising**

Dealt with under other headings.

## **9. Any Other Business**

Chris explains that two people have been approached to assess the ash tree. One was too busy to do it immediately but did unofficially look at the tree and said an assessment should cost between £250 and £300 and gave a view that it could probably be saved by taking out some weight of the tree. Peter Howard has spoken to another person who gave a price of £240+VAT and it is agreed that this person be instructed to complete the assessment. *(Post meeting note: a third consultant also rang back to say that he was also very busy but from the photos felt that the tree would eventually need to come down.)*

Further Tina, Kay, Rose and Graham explains that the Crime Prevention Officer gave a view on the hedge at the front of the Hall and that it could be better if it were reduced in height to encourage the hedge to thicken. This would enable any person who should not be in the grounds to be seen from outside which would deter undesirables and enable local residents to notify the Committee of any concerns. Concern expressed about the light and noise from the Hall and the neighbouring properties as a result of any reduction of the hedge.

The meeting closed at 8.22pm and the next meeting of the Committee will be on Monday 6<sup>th</sup> December 2010 at 7.00pm at the Children's Centre. *(Subsequently re-arranged for Monday 29<sup>th</sup> November)*