

FIGHELDEAN VILLAGE HALL COMMITTEE

MINUTES OF THE 89th MEETING HELD ON 11 October 2017

Present: Mr B England (Chairman)
 Mrs M Try (Secretary)
 Mr A Hayes (Hall Manager)
 Mr R Horner
 Mrs L Chapman
 Mr T Mason
 Mr D Hanson
 Mrs C Hicks (Treasurer)
 Mr J Menzies (Parish Council)
 Mrs C Lacey (Monday Lunch Club and School Governor)

| Item | | Action |
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| 1 | <p>Welcome and Apologies</p> <p>The Chairman welcomed everyone present. Apologies for absence had been received from Mr D Amison, Mrs J Hayes and Mr A Hicks.</p> | |
| 2 | <p>Minutes of the 88th Meeting</p> <p>The Minutes, having been circulated, were approved by those present and signed by the Chairman.</p> | |
| 3 | <p>Matters Arising</p> <p>3.1 High electricity bill. SSE will check the new meter on 19 October to ensure it is not faulty. Mr Hayes was thanked for monitoring the electricity usage and drawing the matter to the attention of the committee.</p> <p>3.2 Payments from St Michael's School. The School paid for the use of the Hall in advance. Due to reduced usage the school was in credit until the end of December.</p> <p>3.3 Mrs Lacey will liaise with the Headmistress to negotiate their usage for 2018.</p> <p>3.4 Stage Lights. A verbal quote of £600 had been received to change the stage light bulbs. Once the written quote has been received the matter will be discussed by the committee.</p> <p>3.5 A statement regarding the hire of the Hall had been included in the last edition of the Parish Magazine.</p> <p>3.6 Glasses. The Treasurer confirmed that the glasses have been purchased for use in the hall and not hired as previously stated.</p> | |
| 4 | <p>Treasurer's Report</p> <p>4.1 The Treasurer presented her report.</p> <p>4.2 The Treasurer will include opening and closing balances of the three accounts in each quarter's financial statement.</p> | |

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| | <p>4.3 The Treasurer reminded the committee that the Hall had two CAF accounts – the CAFCash Account which charges an account fee of £5.00 per month and a CAF Gold Account which receives 63p interest per quarter. The Treasurer asked if these accounts were still required as the financial situation had changed since they were set up. The Treasurer will investigate the process for closing the accounts and any costs involved.</p> <p>4.4 The Treasurer was asked if any capital was invested in long-term bonds. Approximately £15,000 is invested in long-term bonds.</p> <p>4.5 Approximately £4000 was still ring fenced in the account for the Parish Council.</p> <p>4.6 The Treasurer reported that the new Lloyds account was running smoothly and the online banking facility was available for the payment of bills.</p> | |
| <p>5</p> | <p>Hall Manager's Report</p> <p>5.1The Hall Manager reported that bookings were steady with multiple requests for some dates.</p> <p>5.2The Caravan Club of Great Britain has enquired about hiring the Function Room and the car park for 18 week-ends during February – October 2018 for lectures and practical training sessions. A combination of Saturdays (all day) and Saturday (all day) and Sunday (8.00am -1.00pm.) are required. Two caravans would be stored on site February – October. The Parish Council has no objections to the caravans being parked at the end of the rear car park. The caravans will be covered and fully ensured. The hire fee will be approximately £2000. A charge for storing the caravans would be negotiated. There is potential for it to be a long-term repeat booking. The Committee unanimously agreed to trial the booking for a year.</p> <p>5.3The security lights are being reviewed.</p> <p>5.4Two windows in the Function Room need repairing or replacing. Quotes will be obtained for both options.</p> <p>5.5The two quotes submitted for the outstanding painting will be considered. One was for £1,500. The other was for £100 per day and the Hall would purchase the paint. The painter estimated the work would take approximately 7 days.</p> <p>5.6Repair of car park surface.Mr Menzies reported that no further scalplings were available from the council. The chairman will contact Lovells regarding supply of scalplings from the road work undertaken at Larkhill.</p> <p>5.7There had been one enquiry about the position of Hall Manager. The advertisement will be published again in the next addition of the Figcheldean Magazine.</p> <p>5.8Caretaker. Due to the reduced use of the Hall by the school, the role of caretaker will be included in the Hall Manager's role. The Chairman will write to the Caretaker explaining the change and invite him to apply for the Hall Manager's position. The closing date for applications is the end of November.</p> | |
| <p>6</p> | <p>Utilisation and Marketing</p> <p>6.1The new Notice Board had been installed on the outside wall. The quarterly Village Hall diary will be displayed on the notice board.</p> <p>6.2 The A frames for the Art Exhibition will be stored in the Hall.</p> | |
| <p>7</p> | <p>Health and Safety</p> | |

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| | <p>7.1 Parking of caravans in upper car park. No signed letter giving approval had been found but there were documents giving permission. A letter would be sent to Mr Ford advising him that as long as all parties have public liability cover the only additional requirement was a Health and Safety Statement. The Health and Safety officer advised that the Caravan Club would have such procedures in place. Written confirmation will be requested.</p> | |
| 8 | <p>Hall Improvements</p> <p>8.1 Purchase of a projector for Function Room. The possible interest in and cost of providing a projector will be investigated.</p> <p>8.2 Mr Horner will include an item on the website regarding this.</p> <p>8.3 St Michael's will be asked to indicate the items in storage that will be transferred to the new school.</p> <p>8.4 Future improvements. The need for the repair of Hall floor will be reviewed in two years</p> | |
| 9 | <p>Any Other Business</p> <p>9.1 The Don't Tell the Bride TV episode filmed at the Village Hall will be screened on E4 in the next 4 -5 weeks.</p> | |
| 10 | <p>Date of Next Meeting</p> <p>The meeting was closed at 8.45pm.</p> <p>The next meeting will be held on Wednesday 24 January 2018 at 7.00pm.</p> | |