

FIGHELDEAN VILLAGE HALL COMMITTEE

MINUTES OF THE 86th MEETING HELD ON 11 January 2017

Present: Mr B England (Chairman)
 Mrs M Try (Secretary)
 Mr T Woodbridge (Holding Trustee)
 Mr A & Mrs J Hayes (Hall Managers)
 Mr R Horner
 Mrs L Chapman

Item		Action
1	<p>Welcome and Apologies The Chairman welcomed those present. Apologies for absence had been received from Mr F Grimes, Mr S Banton, Mr T Mason, Mr J Try, Mr J Menzies and Mr B Vergette.</p>	
2	<p>Minutes of the 85th Meeting The Minutes, having been circulated, were approved by those present and signed by the Chairman.</p>	
3	<p>Matters Arising 3.1 The tiles in the changing rooms will be replaced in the spring. The rooms are too damp at present. 3.2 The Chairman of the Committee is arranging a meeting with St Michael's School Governors to discuss the out of hours usage of the hall and payment for this use. The two speakers used on the stage/outside have been hung on brackets in the hall to make it easier to move them when necessary. The Committee thanked Mr Horner and Mr Hayes for fitting them. 3.3 The new notice boards are being made.</p>	
4	<p>Treasurer's Report 4.1 Mr Horner distributed copies of the Financial Statement for the last quarter of the year. The bank balance was in a strong position at £4220.05 and stronger than projected. There was an additional payment of £1500.00 from the rental by two caravan clubs which was received after the completion of the accounts. 4.2 At year end £2500.00 more was spent than projected but the account balance was still £12500.00 in credit. 4.3 Over the financial year revenue from the hire of the hall was up £2000, rent for the mast had increased due to increase usage, the heating system came in on budget. The external work had been come in on budget. St Michael's School had paid for the use of the hall for the next two terms at a fee of £1333.00 per term. 4.4 Expenditure overall had been higher than last year reflecting the improvements made to the facilities e.g. new freezer and cooker. Management and cleaning fees</p>	

	<p>had increased due to additional painting and cleaning of the hall. It was noted that the school rent would cease next year due to the relocation of the school to Larkhill.</p> <p>4.5 The Santander account can now be accessed online. Mr Hayes will ask Santander to supply monthly information on heating costs.</p> <p>4.6 The draft budget for 2017 There will be a decrease in revenue from St Michael's School because the hours used have been reduced. The revenue from rentals was an estimate. No capital expenditure was anticipated as all necessary work had been undertaken last year. The Treasurer advised that in spite of the healthy financial position of the hall, in future years it must be borne in mind that the revenue received will decrease.</p> <p>4.7 The Chairman thanked Mr Horner and Mr Grimes.</p>	
5	<p>Hall Manager's Report</p> <p>5.1 The new cooker has been installed.</p> <p>5.2 The Fire Service completed their inspection. Three fire extinguishers have been replaced. Three Fire Door signs have been replaced. Mr Hayes will investigate a change of company as has been advised that that the bill of £300 was expensive.</p> <p>5.3 The four heating metres will be removed as the card system is no longer used.</p> <p>5.4 A new security light has been fitted in the car park.</p> <p>5.5 The hall has already received bookings of £3000 for the new financial year.</p> <p>5.6 The Managers would like to know the annual cost of running the Hall so that they can monitor the financial progress of bookings.</p> <p>5.7 The condition of the car park at rear of the hall was discussed. It may be necessary to consult the MOD who lease the land to the Hall. Mr England and Mr Hicks will speak to contacts regarding the work.</p> <p>5.8 Mr Hayes highlighted the need to check that the fans in the changing rooms were turned off properly after use.</p> <p>5.9 New signs regarding how to operate the heating system in the hall have been fitted following incorrect usage.</p> <p>5.10 The Hall Managers had received an enquiry from a Fostering Association to hire the hall and field for approximately 350 children. It will be necessary to check Public Liability but in principle the committee was happy to investigate the possibility.</p>	
6	<p>Utilisation and Marketing</p> <p>6.6.2 Mr Horner has designed new Village Hall signs. There will be a Hall Notice Board to be placed on the hall wall, two signs for the car park saying Village Hall Users Only and signs regarding no ball games for the outside walls.</p>	
7	<p>Health and Safety</p> <p>7.1 Mr Dereck Hanson was thanked for looking into Health and safety matters regarding the hall. Mr Hanson advised that regular reviews need to be carried out but in principle there was nothing wrong with what we do.</p> <p>7.2 Policies and procedures need to be rewritten. Mr Hanson undertook to do this in conjunction with Mr Hayes.</p> <p>7.1 Mr Horner will look at the Village Hall website to check that Health and Safety</p>	

	<p>matters are included. It was suggested that Health and Safety conditions be added in the bookings section and that a Health and Safety tab be added.</p> <p>7.2 The speakers in the hall have been wired in for easier use. They were still available for use as outside speakers/</p>	
8	<p>Any Other Business</p> <p>8.1 The temporary closure of part of the A345 and Back Road for a period in February was mentioned.</p>	
	<p>Date of Next Meeting and AGM</p> <p>The next meeting and the AGM will be held on Wednesday 5 April 2017 at 7.00pm.</p>	