

# North Wootton Village Hall Committee Meeting Minutes

Location: North Wootton Village Hall

Date: Thursday 17th May 2018

Time: 19:00

Attendees: Dennis Bkackmore-Chair, Neil Pearce-Secretary, Wendy Border-Treasurer, Sarah Simmonds-Booking Clerk, Antony Lamb-Events Clerk, Bob Angell, Keir Hughes, Colin Smith, Doreen Taylor.

1. Apologies-Bridget Nurse, Josie Roper, Will Border, Gemma Cleland, Barry Watkins.

2. Approval of Minutes from 5th April 2018. The minutes were agreed and signed by the Chairman.

3. Matters arising 5th April 2018

\* Energy review by Mr Pulsford-Harris determined that utilities cannot be sourced any cheaper than currently.

\* Hirers are regularly leaving heating and lighting on after using the hall. Bob to look into moving switch for heating for easier accessibility. Sarah suggested a rota for checking hall after hirers have left. Rota was agreed as following:

Monday-Bob

Tuesday-Kier

Wednesday-Wendy

Thursday-N/A

Friday-Antony

Sarah and Neil will check weekends.

Issue noted by Sarah with the trip switch for electricity. Bob to look into getting an electrician to check.

\* Wall planner-has been filled in with forthcoming fund raising events and to be placed in Kitchen.

\* Grants- Dennis has been in touch with the County Council regarding grant for hall refurbishment-a total of £15,000 of which the committee must raise £5,000 within a 12 month period. The Wren grant has had to be resubmitted by Dennis as this was incorrectly applied for initially as VAT had not been calculated. This is for £31,000 and will cover heating, toilet refurbishment and lighting

\* Antony and Sarah suggested long term of the movement of the toilets to the conference room to allow a separate area for tea and coffee seating where the toilets are currently situated. Wendy to contact Matt Sturgeon (architect) for feasibility and drawing up of plan. Wendy to liaise with Antony and Sarah. Once plan is submitted committee to look into getting 3 separate building quotes for work.

\* Wendy brought to the attention of the committee the West Norfolk Lottery-Dennis to investigate into registering the village hall for potential funding.

## **Update from sub-committees.**

### **Finance**

- \* Wendy handed out the latest spreadsheet for finances. Income is currently less than expenditure. Wendy has been busy with paying outstanding bills including repaying the Parish Council who have kindly been covering the village hall bills until the bank mandate has been sorted.
- \* There is an outstanding bill owed by Weight Watchers. Sarah explained that they pay every 2 to 3 months. Last payment was made on 26/2/18. Wendy/Sarah to check and update.
- \* Bob enquired about the seemingly high level of Anglian Water bill. Sarah suggested taking a meter reading and contacting Anglian Water for confirmation.

### **Maintenance**

- \* Bob thanked the members of the committee for the work carried out in April both inside and outside the hall. It was agreed that it was a sterling effort by everyone and much was achieved making the hall and grounds more asthetically pleasing although there is still much to do.
- \* Thanks to be passed onto Bridget for her organisation of the removal of the waste after the hedge running alongside the public footpath had been removed.
- \* Bob suggested the removal of the patchy grass in front and alongside the hall and then levelling and covering with gravel to improve the look of the hall for new and existing hirers. Bridget to be contacted to enquire about cost and amount of gravel needed.
- \* Colin remarked upon the strip light that is not working at the far end of the hall. Bob explained the light and fitting costs approximately £75 to replace. Dennis suggested replacing A.S.A.P. Vote passed upon this and Colin to look into sourcing the light/fitting cheaper through his many contacts.
- \* Colin explained all the filters for the heaters have been cleaned so they should now be more effective.
- \* Sarah mentioned there have been issues with the closing of the fire door at the rear of the hall. Bob to check and report back.

### **Events**

- Antony said there have been 9 bookings for stalls so far for the Spring Fair on 26/05/18 and 2 tables booked for the Table Top sale on the following day although more are likely to be arranged. It has been agreed to stage the Table Top sales for the first Sunday in every month starting in July. Also a Farmers Market has been proposed every 3rd Saturday of every month also commencing in July. Antony to make arrangements.
- \* Christmas Fair date confirmed as the 1st of December.
  - \* Antony busy with arranging a Chocolate Dessert Evening with the chocolatier who was at the previous Christmas Fair.
  - \* Wendy suggested putting up the event banner to advertise forthcoming events. This was agreed upon.
  - \* Several committee members agreed to hand out flyers for the Spring Fair and Table Top sales to cover delivery to the whole village.
  - \* Bingo Evenings are being arranged for the last Thursday of every month.
  - \* Wendy suggested putting forthcoming events on the back of the Parish Newsletter. Doreen suggested also putting in the Contact Magazine.
  - \* Wendy proposed a 'Welcome Pack' for new residents moving into the village to advertise forthcoming events. All agreed this was a good idea to make people aware of the committees fund raising activities. Wendy to investigate further the feasibility and cost of doing this.
  - \* Antony requested support for helping set up the hall for the Spring Fair and the Table top sales. All members available on the dates agreed to help.

### **Bookings**

\* Sarah explained there have been several new bookings with more potentially in the pipeline.

\* The Council have booked the hall next year for local elections -date to be confirmed.

## **A.O.B**

\* Wendy remarked that the paint pots visible in the window of the cleaners cupboard looked unsightly, all agreed and they were removed at the end of the meeting.

\* Dennis explained a date needed to be set for the A.G.M. August the 16th was agreed upon and to be advertised in the Parish Council Newsletter with an open invite to all village residents who wish to attend.

\* Rachel Curtis from the Parish Council has contacted Dennis to enquire whether the committee would like to include a piece in their Summer Newsletter to update on the fund raising and improvements that have thus far been done by the committee. Neil agreed to draft and send to Rachel by the 25th May.

A wi-fi password board has kindly been donated by a village resident. Neil has agreed to hang this up in a visible location.

## **Date of the Next Meeting**

Thursday 14th June at 19:00.

Meeting concluded at 20:30.