

**The Village Hall Management Committee (“VHC”)**

**Minutes of Meeting**  
**The Village Hall in Maplebeck**  
**2 September 2019**

**Present:** Bob Gardner (BG) (chair) Julie Grundy (JG); Andy Colclough (AC) Sarah Wagstaff (SW); Jenny Bladon (JB) (minutes) Pat Colclough (PC) (item 2 only)

		<b>Action</b>
1.	<b>Apologies</b> Derek Sayer (DS) Mark Wagstaff (MW)	
2.	<b>Website Update</b> PC reported that she had attended a course and now felt more confident about managing the website. It was important to decide the purpose of the site. PC was asked to provide details of the number of people by month visiting the site since it was set up for the next meeting so that we could then decide whether it was meeting our criteria. The committee were asked to continue to let PC know of any queries/problems they encountered with the website. PC was thanked again for all her hard work in setting up and running the site.	<b>PC</b>
3.	<b>Minutes of meeting dated 3 July</b> Approved as circulated	
4.	<b>Matters Arising.</b> Second gazebo had been purchased. Currently stored in the disabled toilet but will be moved to Derek’s garage on his return from holiday.  Key register has been set up. Once everyone who has keys has signed it, it will be filed with other documents in file kept in kitchen.  The deep clean of the hall was carried out in July apart from cleaning the inside of the windows. It was agreed that BG would ask the exterior window cleaner to clean the inside windows as a one off. This would then be reviewed at the next meeting.  JB reported that welcome packs had been delivered to the new occupants of Delacy House and Redhill Farm Barn A pack also to be delivered to the new occupants of Christina and Jim House’s home	<b>BG</b>        <b>JB</b>

5.	<p><b>Recent Events Review</b></p> <p>The wedding reception had passed off successfully</p> <p>There have been instances where lights in toilets have been left on, taps left running and the sliding doors in the hall had been left unlocked after recent events. The committee were asked to be extra vigilant after each use of the hall.</p>	
6	<p><b>Future Events Plan</b></p> <p><b>September</b>  10<sup>th</sup> - Film Night  14<sup>th</sup> - Quiz night</p> <p><b>October</b>  8<sup>th</sup> - Film Night  26<sup>th</sup> - half day yoga workshop</p> <p><b>November</b>  14<sup>th</sup> - Live and Local event - Eggs on Legs  19<sup>th</sup> - Film Night</p> <p><b>December</b>  Date TBA - childrens event  31<sup>st</sup> New Years Eve party</p> <p><b>January 2020</b>  14<sup>th</sup> - Film Night  TBA Burns Night</p> <p><b>February</b>  18<sup>th</sup> Film Night  27<sup>th</sup> - Live and Local event - The Storm Officer</p>	
7.	<p><b>Managing Upcoming Bookings</b></p> <p>10 Sept - Film Night - BG</p> <p>14 Sept. - Quiz night. - Disappointing sale of tickets (none via website) Decision to be taken at end of the week whether to cancel or not. If event goes ahead planning arrangements to be completed via email. All members asked to have a push at selling tickets.</p>	<p>All</p> <p>BG</p>

	<p>28 Sept. - Yoga workshop - this date likely to change to 26 Oct.- BG to confirm and act as liaison</p> <p>8 Oct. - Film Night DS or BG/AB</p> <p>14 Nov - Live and Local event. DS had arranged for publicity materials to be sent to JB in his absence. Not yet received. JB to follow up. AC volunteered to host performers.</p> <p>19 Nov. - Film Night TBA</p> <p>31 Dec New Year's Eve party - JG</p> <p>2020</p> <p>14 Jan - Film Night - TBA</p> <p>TBA Burns Night - date to be decided . DS has contacted Charlies Ant. JB to follow up.</p> <p>27 Feb - Live and Local event.</p>	<p>JB</p> <p>JB</p>
8.	<p><b>Building Actions</b></p> <p>DS had prepared a building actions list which was presented to the meeting.</p> <p>BG had obtained a quote of £1140 from a contractor for internal decoration of the hall. It was agreed this was acceptable. BG to contact and arrange for work to be carried out early in New Year.</p> <p>Annual hedge cut to take place this month AB, AC and MW volunteered. SW to email with convenient dates.</p> <p>The emergency lights need replacing in the hall BG to contact MC to arrange for this to happen.</p> <p>SW reported that bins and brushes in the toilets were in need of replacement.</p>	<p>BG</p> <p>SW</p> <p>BG</p>
9.	<p><b>AOB</b></p> <p>The fire safety orders and procedures book needs updating; refresher training to be carried out asap. BG to organize.</p>	<p>BG</p>

	<p>A mail shot had been received by residents of Kersall from Kneesall community centre.who are keen to try and regenerate use of their hall. They are clearly intending to duplicate some of the activities which we are considering so it was agreed that we should make contact and establish lines of communication to avoid clashes of scheduling etc. JB agreed to make contact</p> <p>BG will present financial update at the next meeting but current forecast is for a healthy surplus at year end.</p>	JB
10	<b>Date of next meeting; 28 October 7.30 in the village hall</b>	