

The Village Hall Management Committee (“VHC”)

Minutes of meeting held in the Village Hall 11th October 2022

Attending: Donna Bowyer (DB) Max Crow (MC) Rachel Gardner (RG), Julie Grundy (JG)

BG = Bob Gardner

	Topic	Action
1.	Approval of minutes <ul style="list-style-type: none">The minutes of the last committee meeting were not available.	RG/MC
2.	Update on events <ul style="list-style-type: none">RG had circulated a half year report to all (attached) on the jubilee party, one-off bookings (Yoga Workshop and Walking group), regular bookings, and details of income and expenditure to date.RG stated that part of the reason that expenditure has been so high, was the boiler service. JG asked whether this was a requirement of the insurance. RG to check.RG stated that we would be unlikely to be able to fund the Harvest Supper again due to rising costs.There were no further questions/comments on the report.	RG
3.	Current Maintenance Issues <ul style="list-style-type: none">The <u>fire alarm board</u> in the hall is beeping and ‘Processor Fault’ light is on. Both BG and MC had had a look and been unable to resolve the issue. BG has asked Mark Combellack (who installed the system) to investigate and he has agreed that his electrician would do so.<u>Damp in cleaning cupboard</u> Gaynor Marples (Cleaner) has reported damp in the cleaning cupboard. On investigation, Committee thought it could be condensation from the boiler vent causing the blistering of the plaster. DB offered to source some absorbent materials that might help the problem. Committee to keep under review.<u>Smart Meter</u> – BG currently reads Electricity meter and reports to Ofgen. Asked us if we would consider installing a smart meter. Committee agreed.	RG & BG DB All RG & BG
4.	Regular Users of Hall (<u>yoga and pilates classes and kurling group</u>) <ul style="list-style-type: none">RG explained that she was away quite a lot over the next few months. The committee acknowledged that opening up and closing the hall was extremely difficult or impossible for other committee members given their work commitments. MC currently works from home and has limited availability.Although key box is available to allow users to enter the hall, during winter months, the heating needs to be switched on about 45mins before an event begins. DB to investigate remote Hive Type heating device that might allow us to switch on heating remotely.	DB

	<ul style="list-style-type: none"> Agreed that we would ask the class teachers to open up and close the hall and that MC would check the hall at some point on those days (Mondays, Thursdays and Fridays). Kurling Group requires a full set of keys (as they use the AV equipment) and so RG will make separate arrangements with them. 	MC & RG
5.	<p>AOB</p> <ul style="list-style-type: none"> <u>The Boiler</u> failed to work during a Pilates class and MC found the water pressure was low. Topping it up solved the problem. MC to monitor this issue. MC also to check supply of wood pellets. <u>Quiz</u> – Brendan Carson has agreed to act as Quiz Master and JG will liaise with him for date possibly on 4th February. <u>Ongoing commitments and future events</u> <ul style="list-style-type: none"> Agreed that it was difficult for existing committee to manage the hall and put on events given their other commitments and that we need to recruit additional trustees / help to go forward. Agreed that RG would do a newsletter which would inform new residents of current events in the village, ask for suggestions of new events and also ask for additional help. DB to look at Facebook and other Social Media sites for promoting events and attracting more interest in Village Hall activities 	MC RG DB
6.	<p>Date of next meeting</p> <p>No date agreed due to members commitments. RG to circulate members in Dec.</p>	RG