

# ISLE ABBOTTS VILLAGE HALL COMMITTEE MEETING

Thursday 13 August 2015 at the Village Hall

**Present:** Jo Pavey-Morris, Maureen Boyman, David Sutcliffe and Emily Watts

**1. Apologies** Sam Dean, Mandy Hughes, Tracy Lanfear and Steve Morris

**2. Minutes of Committee Meeting 14 May 2015** Read and approved

**3. Matters arising from minutes of meetings 5 February & 14 May 2015 and extra items**

**a) Property & furniture checks/chairs**

**\* Outside lights and shed light**

New LED sensory lights have been fixed outside entrance to porch, corner of hall leading to the shed and inside the shed. A further sensory light will be installed in the porch.

**\* Repairs to outside walls/damp course**

Quote for £1640 from KB Construction has been received. Jo will pursue 2 further quotes and will call a quick meeting to decide as work needs to be done asap.

**\* Slide – ROSPA report**

Decided only action needed is to remove the damaged name plate. Roger Boyman will investigate.

**\* Shed**

Adam Pavey to be asked to look at leaks in the shed.

**\* Guards for heaters x 2**

Jo to order

It is hoped to get a working party together for the annual clean of the hall in September.

**b) Renewals**

Jo to organise annual PAT testing

**c) Church**

We received a letter from the PCC in February declining our offer to hold a raffle to subsidise their costs of hiring equipment from the Village Hall and so will continue to pay the hire fees.

**d) Length of officers' term on committee**

The Trust Deed has never been formally altered and so no changes are required. Length of office remains the choice of the elected officer until voted off.

**e) Questionnaire to Village**

Jo to compile a questionnaire asking residents for their opinions on Village Hall activities and facilities. Parish Council to be asked about a possible Welcome Pack for new residents.

#### **f) Wellbeing Fund**

Information about this fund to be included in the questionnaire.

#### **g) Hire Agreement – Responsibility of Committee – TENS and CRB/DBS**

The new hire agreement will be customised for our needs and a new User Group agreement will be drawn up for the groups – Singing, Playgroup and Parish Council. It is particularly important for the Management Committee to be sure that the Playgroup employees and helpers have the required Government checks. Jo will speak to Christine about this.

#### **4. Playgroup report**

No report as Sam Dean absent

#### **5. Bookings Report**

Maureen reported the following bookings -

6 September	PCC Equipment for Fete
10 or 24 October	PCC Quiz
29 November	PCC Big Breakfast
Provisional 13 February	PCC Valentines Dinner 2016

#### **6. Social Committee Report**

The Scavenger Hunt in June was great fun and will be repeated.

The Summer Ball was a great success and positive feedback has been received. Jo will compile a spreadsheet for the expenses and income for the Ball.

#### **7. Treasurer's Report**

Jo handed out copies of a Trial Balance for the year starting 6 April 2015.

The main accounts stand as follows –

General Account	£2603.34
Trust Reserve Account	£5407.13
Marquee Account	£3646.76
Repair Account	£ 844.00
Wellbeing/Grant Account	£ 500.00
Petty Cash	£ 36.12

#### **8. Secretary's Report**

Maureen reported that we did not need a TV license and a declaration to this effect has been received.

Braden Pepper Farm invited Committee members and Parish Council members to visit on April 14 for a conducted tour. It was a very informative visit and we were made very welcome.

David signed the Trustees declaration at the meeting and Maureen will get the remaining outstanding signatures from Tracy and Sam asap.

Jo has received the documentation for the revised increase of the marquee insurance.

**9. Items for next agenda**

None other than those arising from these minutes

**10. Date of next meeting**

**N.B. Wednesday 19 November 2015** (not 20 November as previously planned) 7.30pm at the Village Hall

The meeting closed at 9.20pm.

**Chairperson's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_