

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 9th June 2011 at 7.30 pm

ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Jan Marpole [JM], Trevor Marpole [TM], Emma Munday [EM], Ian Scott [IS], Janet Shaw [JS], Sue Sulkin [SS].

	<u>ACTION</u>
1. <u>APOLOGIES</u> Gill Nell [GN], Fran Parker [FP].	
2. <u>DECLARATION OF INTEREST</u> There was no declaration of interest by any member present.	
3. <u>APPROVAL OF THE MINUTES OF THE MEETING HELD ON 14TH APRIL 2011</u> Approval of the Minutes for the meeting held on 14 th April 2011 was proposed by Jan Marpole, seconded by Sue Sulkin and agreed unanimously by those present at that meeting and signed by the Chair.	
4. <u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 7TH DECEMBER 2010</u> i. <u>Fire Safety Report.</u> Deferred to next meeting. It was noted that there had been no problems in the past year ii. <u>Heating System.</u> Heating had occasionally been turned on manually and not turned off at the end of the session. System was now programmed for all sessions with a minimum temperature of 10 degrees C. Cover to be made for programmer control. iii. <u>General Repairs.</u> Letter of thanks to be sent to Martin Perrett for excavation work to trace leak in car park.	IS TM SS
5. <u>FINANCIAL REPORT</u> Sue Sulkin reported as follows: HSBC Account: £1,541.22 CAF Account: £24,003.94 of which £1,000 from United Charities was earmarked for the kitchen refurbishment project. Village Contributions to kitchen project (not included in figures above): £1,240. It would be necessary to purchase oil during the summer. Agreed that 1,000 litres be purchased soon as price was not likely to fall considerably in the near future. Boiler service contractor had advised that oil tank be banded, oil supply line replaced with copper and earthed, oil tank vent needed replacing and oil tank base unsatisfactory. In discussion, it was stated that oil tank need only be banded if replacing tank but that oil spillage damage would not be covered by insurance. <i>Note: subsequent to meeting TM had checked base and found it satisfactory, consisting of plywood on</i>	

substantial timbers; oil supply line already of copper and had non-conducting insert fitted at previous service to negate need for earthing.

Fund raising for kitchen. Letters had been sent to users asking for contributions. £1,000 received from United Charities, £1,000 from 2010 Fete, £100 from Lydden Ladies, £140 from Gardening Club. Village Café believed to be donating c. £450. Lunch Club will donate but on condition handwash basin installed in kitchen. Thanks were extended to the Playgroup for £65 raised from a cake sale. Application will be made to WDDC and Award 4 All. Application will also be made to Parish Council. Agreed that Fete Committee be asked to contribute from 2011 Fete to also cover cost of replacing water heaters in toilets and bar area. Suggested that VH Committee organise a Cheese and Wine event in the Autumn.

6. **KITCHEN CONTRACT**

Total cost of contract with Simply Kitchens (ex VAT) was £5,274 plus cost of replacing lights, adding blinds and repainting. Repainting to be done by volunteers. Flooring would cost £420 ex VAT. The kitchen would be closed from 20th July to 5th August but Hall would remain in use with minimum kitchen facilities in Bar/Cloakroom area. Handwash basin would be installed after discussions with Lunch Club. Kitchen area cupboards to be cleared before 18th July; Emma Munday offered assistance from Playgroup. Cooker will need to be moved to Committee Room - electrician will disconnect.

Timetable of work: 20th-22nd July, strip out and plaster; 25th July, strip out floor; 26th July, lay new floor. 7-8 days required for new installation.

Approval of the work was proposed by Jeremy Collins, seconded by Jan Shaw and agreed unanimously.

7. **DATE FOR DECORATION AND VILLAGE HALL SUMMER CLEAN**

Saturday 13th and possibly Sunday 14th August.

8. **ITEMS REQUIRING ATTENTION IN HALL**

- i. **Light in Gents' Toilet.** Not a fault – needs main switch in entrance turning on plus pull-cords in toilets themselves.
- ii. **Leak in Car Park.** Needs to be explored further as not original leak fixed by Martin Perrett.

9. **ARTSREACH EVENTS 2011/2012**

Ian Scott reported that Children's event on 3rd June had been very successful. Two or three items may be available for Autumn/Winter 2011, possibly including a pantomime.

10. **AOB**

Sue Sulkin asked that a clean-up and redecoration or improvement of the Committee Room be considered as the next project.

Note that water heater in toilets is broken and that water heater in bar area is less than satisfactory. Fete Committee to be asked to consider funding.

Buckland Newton Hire had asked whether they could display a board in the car park or on the fence for a period. This was declined but it was agreed that an item thanking Buckland Newton Hire be included in the July Lydden Vale News.

Jan Shaw was thanked for her work on the Committee as she was standing down pending an imminent house move to Hampshire.

11. **DATE OF NEXT MEETING**
Thursday 22nd September 2011 at 8.00 pm.

The meeting closed at 8.15 pm.