

HERSTMONCEUX VILLAGE HALL  
MANAGEMENT COMMITTEE

Minutes of meeting held on 8<sup>th</sup> December 2014

**1 Apologies:-** Jo Angear, Loyce Burt, Bryan Naish,

**Present:-** Karen Hathaway, Karena Mayhew, Mary McBurney, Gerald McBurney, Ian Stewart.

**Attending:-** Rhys Clatworthy.

**2 Minutes of last meeting** agreed as true record and signed.

**3 Matters Arising not on Agenda:-** a) Estimates replacement windows.-This set aside for 3 months.

b) Cords on blinds. - Not yet done, time unavailable

c) Feedback, choir booking. -Rhys has received an apology.

(d) Drainage. Rhys C. Cameras had been put down drain,

slight bow in pipe section found. Result not as severe as anticipated. Cameras will now be used 6 monthly and drain flushed through. Condenser replaced on pump, (Treasurer received bill, £86). Fibrous material partially blocking pipe/pump. Karen H wondered if a further warning reminder about 'wipes' etc might be useful. Rhys will include such on new invoices.

**4 Hon.Treasurers Report:-** Ian S. Monthly Income £4350, Expenditure £2,945.01p. Scottish Power still over estimating likely monies due. 'State of Play' over year- profit so far £3265 which includes recent grant from PC plus £500 from raffle. Not done returns for Charity Commission as Treasurer not had certain papers returned. Need for Auditors report but awaiting papers from A. Letter received from PC saying we can use their photocopier. Charge of 7p per sheet. Chairperson enquired about her expenses over winter plants for memorial trough, £47. Ian will deal with.

**5) Caretakers Report:-** Rhys C. One booking cancelled, one passed on to New Year. Overall drop by 1.7%. £30,300. Good month 2.5% increase. 95% users from outside village, Hailsham and Ninfield areas noticable. Chairperson mentioned increase in competition, ie the surgery. Karen H. wondered about having 'start-up' rates to entice new users? No decision made. Electricity cost was £403.26p monthly increase of £200. Cooker has been serviced, one burner replaced, cost £132. AW of lunch club has offered half cost of a cooker deep clean. Up-lighters in Small Hall may be remedied, estimate on its way. Up-Lighters in Main Hall seem not to be on the mini computer system, quote awaited. Grass cutter has agreed to use weed killer in outside areas in compliance with Health & Safety regulations. Paving slabs broken by builder's lorries will be replaced by builders,(JH).

6) H.A.T.s The chairperson had previously reminded committee members, in a circular, that comments could be made by those who were Hat's members but actual decisions in the matter would be left to non-members. M.McB also mentioned having spoken to Jo A. and Joyce B and had their opinions which were in favour of the proposals 'a), b),and c)' in the circular. Views were expressed, including mention of the hard work put in by Hats over the years, queries on setting a precedent and the pending financial pressures on the Hall's budget. A vote was then taken on 'a)' in the discussion document. It was agreed to allow Hats to block book the hall in November. It was also agreed on 'b)' which was to allow a discount for the 9 extra sessions. Proposal 'c)', to allow a 50% discount on extra bookings, was subject to a counter proposal to allow a 25 % discount. Voting was level necessitating a casting vote. In voting for the lower discount of 25% M.McB

mention having to take account of the Hall's financial state. She also said the matter would be looked at again for 2016 if necessary.

**7) Maintenance Report:-** This covered earlier.

**8) Risk Assessment.** This recently carried out by Karena M and M.McB. Policy document to be prepared By K.M.

**9) Pharmacy/Access.** Ian S had had letter from surgery solicitor which suggested 'all agreed' but Ian thought this not so and more detail needed. A comprehensive reply had been sent by Ian. - copy to be sent to Chair. Indemnity from PC may be needed. Chairperson read out Ian's letter.

**10) A O B:-** Letter of thanks received from organisers of June Exworth's commemorative dinner. £8904 donated to Lifeboat. Hand over on 12<sup>th</sup> Dec 2pm.

Rhys C indicated that he would be obtaining a carbon dioxide detection meter for the kitchen.

Karen H sought views on possibility of small changes for the 'small gate' and trellis at side of building to ensure greater security for the children. She will obtain further details.

**11) Date of next meeting:** Monday 12<sup>th</sup> January 2015 at 7.30 p.m.