

**MINUTES OF THE HERSTMONCEUX VILLAGE HALL MANAGEMENT
COMMITTEE HELD ON MONDAY 9TH MAY 2016**

PRESENT

Chris Thompson (Chairman) Sheila Charlton (Secretary) Ian Stewart (Treasurer) Jo Angear
Bryan Naish and Karena Mayhew

APOLOGIES - Karen Hathaway Rhys Clatworthy Joyce Burt

MINUTES OF THE MEETING HELD 11TH APRIL 2016

The minutes having been circulated were signed as a true record of that meeting

MATTERS ARISING

Luncheon Club

Small freezer/larder fridge. Bryan reported that he had found a fridge/freezer at Euronic at a price of £279 by Beko. It was agreed that we buy this product as soon as possible letting the Luncheon Club know of our decision.

Cooker – Rhys is still trying to obtain new filters

Dishwasher – The Lunch Club has been able to replace the tray.

Auditing Accounts – Ian informed the meeting that the accounts were with Andrew Phillips and had asked him to audit these by the end of June.

Grant – Sheila informed the meeting that the five windows would be replaced on 24th May 2016.

Access Road/Lease – Jo reported that the Parish Council had had difficulties in forwarding this matter due to the recently change of clerk. However the matter again will be on the Parish Council's agenda and will give any news at the next village hall meeting. This item to be on the June village hall's agenda.

Risk Assessment - Karina and Sheila will endeavour to complete this exercise by the next meeting

Maintenance

After the meeting last month Sheila has endeavoured to list a schedule of works. She asked whether the village hall finances could stand the cost of having a decorator in but unfortunately not. (NB £51.00 for a tower per week plus delivery and £7.50 to assemble and disassemble plus decorator's costs) Karen is still looking for cupboard fronts for the small kitchen. It was agreed that Karen be asked to decorate the small hall and small kitchen.

Regarding the stage safety curtain – it was agreed that Rhys and Chris obtain a quote for a replacement. Karina to also make enquiries and then contact Sheila with details. Karina also made mention of what the possible life expectancy of fire curtains would be.

Board

Sheila reported that a board 8'x 2' would cost between £150 and £180 and artwork would cost £35 per hour. It was agreed to pursue this and for Sheila to obtain some artwork to present to the next meeting. She was also asked to contact Vitality Villages with the possibility of moving their board to a different place.

Charitable Incorporated Organisation

Ian and Sheila had a meeting (9th May) with Mary McBurney at which they went through the draft and some alterations were needed to complete another draft. Mary has completed those alterations and sent the new draft to Ian and Sheila for their perusal. It is hoped that this new draft will be sent to the village hall management committee members for them to read and hopefully to approve the completion at the next month's meeting. In the meantime Sheila was asked to compile a list of debtors and creditors that would be informed of our new status once the Charity Commissioners had agreed our application.

TREASURER'S REPORT

Income/Expenditure

Income £3,473.50 / Expenditure £3,178.18

Bank balance £17,350.28

Major expenditure for April : PRS £826.80 SWA and SE Water: £596.13. We have also paid the annual subscription for Microsoft office of £112.32

Electricity costs

Our contract renewed w.e.f. 1st August 2016 and for 2 years until 31st August 2018.

Our present costs are

Date Rate (DR) 11.1 Night Rate (NR) 7.61 Daily Charge (DC) 23p per day

New rates :

DR 9.80 NR 6.89 DC 25p per day

There is a cost saving based on past consumption of about £750 plus we are still awaiting the result of the VAT revision and hopefully a refund.

Donations:

Apart from the monthly Bingo donation we also received this month a donation of £130 from the Hall users Queen's Birthday Tea Party.

Payphone – now cancelled

Banking

I have written to HSBC to enquire about Internet Banking and a Card Reader for Rhys to collect payments by card.

CARETAKER'S REPORT

Sheila read Rhys' report

Bookings.

The value of bookings at the end of April 2016 was £36,841 (2015: £35,472) This is an increase of £1,369 since the last meeting.

Rhys has changed the computer to new prices and any new bookings are at the new price but has not had time to notify the regular users of the increased changes so these will not apply until June at the earliest. Reason for delay is computer changover has been far from straight forward, still a lot of info to go into the Sage accounts before this is up to date, time is a factor)

Electricity:

Usage over the last 4-week period was £431.09 (2015 £827.23) Heating has been turned off.

Maintenance:

- Pumps – no problem
- Heaters are in hand. Rhys needs to retrieve the serial numbers for checking whether or not they are still under guarantee time is a factor – any volunteers? Should they not be under guarantee, Rhys suggests that Michael Davies our regular electrician might be a good source for placements.

Action:

1 Periodic Inspection for Electrical Installations has been arranged for week-end 30th and 31st July 2016 being the first 2 full days that the hall is available. This week-end has been booked out for Maintenance and unavailable for hire

Waste disposal: one extra collection

MAINTENANCE TO THE VILLAGE HALL

Jo mentioned the rotting outside windows and it was left with her to obtain quotes for the necessary work

Ian made mention that an application could be made to the Parish Council when they discussing making grants at their August meeting. He asked that members give thought to a possible wish list to be discussed at our June meeting.

Following on from Rhys's report Ian would endeavour to find the invoice for the heaters which may throw some light on the serial numbers needed.

DATES FOR FUND RAISING EVENTS

Sheila was asked to put a notice in the Parish News about the Quiz on Friday 7th October 2016 at 7.30 pm and the Jumble Sale on 15th October 2016 2.00pm to 4.00 pm. It was agreed that Friday evening/Saturday morning be given over to sorting the jumble.

ANY OTHER BUSINESS

Karina had noticed the large amount of weeds around the village hall and Ian said he would contact either Tim Honnisett or George Taylor to rectify the situation

Jo brought to the attention of the meeting the possibility of the village hall benefitting from the Bluebell Walk at Arlington although at least 12 people would be needed to man the refreshment stalls. She was aware that Monday could possibly be available in 2017 and it was left to Jo to ascertain when applications need to be in.

DATE OF NEXT MEETING

The date of the next committee meeting will be held on Monday 13th June 2016 starting at **7.00 pm sharp!**