

PIDDINGTON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting 13th September 2016

Minutes

Present:

Marie-Claire Nixon (MC), Chris Weavers (CW), Sue Roberts (SR), Ken Howard (KH), John Galloway (JG), Rosemary Cox (RC), David Cook (DC)

Welcome: Rosemary Cox was warmly welcomed to the committee

Apologies: Kim Elliot, Yvonne Weavers

Minutes of meeting held 9th August 2016 approved and signed

Matters Arising:

Hall floor: Quotations from different companies discussed. Ace Floor Sanding emerged as preferred supplier. **MC** to circulate details of their proposal. With no adverse comments from the committee within a week then Ace to be booked. Ideally second week of January. Plan to be prepared for storing chairs and equipment. **CW** to explore possibility of claiming VAT back.

Electrical and heating: **SR** to provide documentation of all electrical work completed. Changes to heating to be considered as part of hall development. **SR** to arrange for one heater to be repaired.

Cleaning of cooker and kitchen area: **MC** to book oven cleaner. **MC** to suggest date for a working party to clean kitchen. This to coincide with a working party to clear and tidy sheds.

Cleaner's role: **CW** to prepare a draft list of tasks with the cleaner. Identify equipment currently used and any new equipment required.

Play area – work required: **MC** to arrange site visit and prepared plan for required changes. Report back to next meeting.

Treasurers Report

Income comparing very well against ongoing costs. Refurbishment costs are higher this year and may lead to an overall loss this year. Booking charges to remain unchanged for this financial year. Consider increasing next year.

Premises Licence – actions required

DC to prepare three separate notes: a training note for bar tenders, a note on unaccompanied children and a note concerning noise levels. **JG** to print and laminate. **MC** to complete and prepare risk assessment, with Mike's assistance. **RC** to laminate new licence and post on notice board

Village Hall maintenance

It was agreed that the Treasurer and Secretary can authorise expenditure for minor repairs and maintenance to a total of £250 including VAT without the prior agreement of all committee members.

Leak in ladies' toilet has been repaired, £60 paid to plumber. **SR** to arrange for repair/replacement of gutter above East door. Once completed **SR** and **DC** to assess repairs required to the doors. Monitor any problems with damp once repairs have been undertaken.

Grounds maintenance

KH to discuss with Ben.

Change door lock code

RC to ask Charles if can undertake this for 2nd/3rd October

Roles of committee members

Held over to next meeting in **YW's** absence

Events

Publicity posters

Large A board to be used outside the village hall and the smaller a board to be used on the junction. **JG** to produce for both sides provided he is given required text.

Race Night - Saturday 17th September

SR to contact and thank volunteer bar tenders. **KH** to get lager and wine. **JG** to get beer and collect cider.

Apple Day and Harvest Supper - Saturday 22nd October

DC to produce detailed schedule for the day. Large marquee required on the lawn. **DC** to recruit volunteers to erect Friday afternoon and take down Saturday afternoon. Volunteers are being signed up to donate dishes for the Harvest Supper (Morwen and Margaret) and the Ploughman's Lunch (DC). Cash donations will be welcomed during the day with net proceeds shared equally between the village hall and the church. Plan to include tributes to Her Majesty's birthday and bunting.

Films at Village Hall – Seniors Mobile Cinema, Age UK Oxfordshire

KH to arrange for 18th or 19th November

Village Hall Development

Healthy initial discussion of priorities and scale of development. To be continued...

Any Other Business

Curtains to be put in place for autumn and winter. Possibly replace any missing with the curtains from the gents. Action: **YW** and **CW**

Set of shed keys passed to **SR**

Meeting Closed: 22:20

Next meeting: Tuesday 11th October