

# PIDDINGTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of meeting Tuesday 14<sup>th</sup> August 2018

**Present** – Rosemary Cox (**RC**) Part only. Chris Weavers (**CW**) Kim Elliott (**KE**)  
Lesley Oldman (**LO**) Bob Dixon (**BD**)

**Apologies** – Sandra Paisley (**SP**) Sam Mylam (**SM**)

**RC** advised that for personal reasons she would be stepping down as Chair for several months but would remain as a Trustee and help on matters arising, particularly the kitchen, where possible. The committee thanked her.

The position of Chair would be filled by the committee on rota basis, **BD** to conduct the August meeting and **LO** the September one.

**Minutes of the last meeting** – No meeting in July, minutes of June meeting agreed with minor amendments; reference to “quotes” for concrete base and doors in extension for storage should read “estimates”.

## **Matters Arising -**

- **Constitution Update** – Update of constitution to be revisited once kitchen project completed. **Act CW**
- **Trustees** – **LO** and **BD** to be registered with Charities Commission as trustees **Act CW**
- **Village Hall Development Kitchen**– **CW** advised that Shaun Swadling will start work on Monday 3<sup>rd</sup> September, estimated to last four weeks. Regular hirers have been advised that the hall remains open and that provision will be made for teas and coffee.  
The committee will meet at the VH on the **2<sup>nd</sup> September at 10.30am** to remove all crockery and other equipment to be stored in the sheds or the hall. Also to set out table, kettle and cups for tea / coffees. Shaun has a key to the front door which should be locked whenever possible to safeguard the new kitchen equipment. **CW** to obtain full set of keys for **LO** and **BD**. Shaun will have contact numbers for the other committee members should **RC** or **CW** not be available. Shaun asked that the store room in the hall be made available to store equipment. **CW** to contact a locksmith to repair the lock. Invoices will be paid through the VH bank account and WREN will

reimburse their agreed contribution.

**CW** to obtain the £3,000 contribution from the Pantry

- **Extension for Storage** – **BD** advised that he is waiting for two further quotes for the building in addition to the one obtained from Warwick. He has met with a contractor and is expecting a quote for the concrete base.

**BD** explained that four separate contractors would be needed for, the building, the concrete base, carpentry and electrics. He suggested that LED strip lights be used.

He has been in contact with Oxford Fire and Rescue who have agreed the type of construction with the proviso that no timber shed is within ?? metres of the building.

**BD** hope to get further pricing for consideration by October. **Act BD**

**Treasurers Report** – Position much as advised for the June meeting. Taking into account the kitchen costs **CW** not expecting a surplus this year.

#### **Events report and planned for 2018 –**

- **CW** advised June and July PUP income around £100, much the same as those for 2017.
- Next PUP on 24th August. **CW** to check that **SP** is available **Act CW**
- Film Night scheduled of 15th June made around £30. **KE** to consider one for next year. **Act KE**
- **KE** advised a successful Pamper evening on the 30<sup>th</sup> June raising nearly £400 after costs. **KE** to consider second event in May 2019 **Act KE**
- Ukulele scheduled for 28<sup>th</sup> September **KE** advised tickets on sale and publicity in progress. **CW** to check with **SP** for the bar. **Act KE, CW**
- **KE** reported that the Bingo evening of 11<sup>th</sup> August raised some £400 for the play area. The bar surplus is some £80 retained for the VH.
- Cider day scheduled for 6<sup>th</sup> October. **CW** to contact David Cook for an update **Act CW**
- For the PUP of 26 October **KE** proposed a Halloween themed evening. **Act KE**
- Future events for 2019 proposed were a quiz in February, **KE** to speak with Al Hopkins. **BD** and **KE** to review engaging the Boodlum Band for March or April. **Act KE, BD**

**Committee members** – **CW** to ask Francesca Darby to include a paragraph in her next village newsletter advising that with a busy program ahead the VH needs a Secretary. **Act CW**

**Inventory of Equipment** – **CW** has an inventory of materials held in the sheds, some of which could be deemed as surplus or no longer needed. To be further reviewed on completion of kitchen project. **Act ALL**

**Clean up Car Park** – **BD** advised that he has applied weed killer to the car park surface. He will advise **CW** of costs. The old chairs left outside of the VH to be disposed of along with several other items when this can be organised. **Act BD**

**Play Area** – **CW** advised that following the adverse July Play Safety inspectors report Olivia Barrett, who is leading the newly formed play area group (PPAG), have decided to remove the existing equipment and seek funds for new. They plan to do this work on the 2<sup>nd</sup> September.

**Hall Cleaner** - **KE** had noted cobwebs and other materials in the hall which suggested that full cleaning was not always being done. There is a person in the village who may take on the task. However, it was noted that the current contract cleaner waxes and buffs the floor every few weeks using specialist equipment that a local person would not probably have. **CW** to review with the contractor. **Act CW**

**Safety Doors** – These have been patched up several times over the past couple of years. **BD** has had a contractor inspect the two side emergency exits and been advised that they are rotting at the base so are beyond repair and need renewing. The cost would be £1,723 for complete renewal or £1,543 reusing some components. The committee agreed £1,723. **Act BD**

**Potato Oven** – This is rarely used and takes up space in the hall. The committee agreed to sell it, possibly on Ebay. The machine was purchased with a grant in 2014.

**AOB** – **KE** advised that Olivia had asked about making provision for a baby changing unit in the hall, but there is actually one in the disabled toilet. **KE** to make a laminated sign to stick on the toilet door. **Act KE**

Next Meeting Tuesday 11<sup>th</sup> September. 7.30pm