

## 8<sup>TH</sup> JULY PIDDINGTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES

Present: Lynda Willis (LW); Chris Weavers (CW); Sally Clark (SC); Marie-Claire Nixon (MCN); Hazel Coleman (HC); Andrew Coleman (AC); Ken Howard (KH)

149/14 Apologies: none.

150/14 Minutes of previous meeting held on 17<sup>th</sup> June 2014, confirmed and signed.

151/14 Matters arising: none.

152/14 Treasurer's Report: CW produced a current broadsheet of income and expenditure covering the period to 6<sup>th</sup> July 2014, which showed an increase in the balance carried forward.

153/14 200 Club Draw: the winning numbers were as follows 129; 50; 137; 10. LW would contact the winners. LW reported there had been a number of leavers and joiners to the 200 club which necessitated the members list being updated; this would be done in due course.

154/14 VH booking forms/Outstanding procedures: The VH booking form was out of date and needs to be redrafted to conform to current requirements. KH stated he would contact Lynne Newin (ORCC) and obtain a template of their up to date information document; these would be distributed to all committee members for comment. CW informed the committee there was an outstanding fee of £50 from a VH booking: the person had failed to respond to requests for payment. The matter was discussed and it was suggested that CW send another letter, worded more strongly and stating that the VH Committees was intent on recovering the debt. The committee then discussed matters raised in an e-mail from someone who had recently booked the hall and complained that certain facilities associated with the VH had not worked or were unsuitable. The item stated not to be working was checked and found to be working correctly, and SC confirmed that she had informed the hirer about the rather well-worn condition of the other item before accepting the booking and that because of this the PVHMC did not charge a fee for its use. The hirer had also experienced what they believed to be a double booking during their hire

period. This appeared to be the result of an oversight on the part of the first hirer, who has a fairly regular booking for that particular time, as SC confirmed that she had informed the first hirer that the hall was already booked for a function, so would not be available for use at her usual time; clearly the first hirer had forgotten this. LW agreed to send a suitable reply. SC then produced a complimentary e-mail from a very recent hirer of the VH facilities (same booking as above), which thanked the committee for making the whole process of hiring the hall stress free, and praised it as an excellent venue for a function. It was agreed that the sender be asked by SC if the e-mail could be used on the VH website as a testimonial.

155/14 Development update: KH stated he had received 14 replies on the plans of the proposed changes to the VH. In total 26 people attended the open evening to examine and comment on the plans. The general consensus was that the front of the building should remain as at present, but that it was in need of updating. The storage area should be added to the rear of the building. A new kitchen and additional room should be built on the car park side of the present building, with access to the toilets. The present kitchen should remain as a bar area. Also, that if possible the main hall should have a portable dividing screen added making it two separate rooms if required. The architect would be doing the revised plans later in July, when she would again be at the VH for measurement; the VH Committee and others would be advised on date and time.

156/14 Pop-up-Pub night report: it was accepted by all that the night had been a great success, with about 65-70 people attending during the course of the evening. The event had made a profit.

157/14 Future Functions: were discussed and the barn dance was confirmed as being on the 11<sup>th</sup> October 2014. Further Pop-up-Pub nights were discussed. KH made the following suggestions: Friday 29<sup>th</sup> August Pop-up-Pub; Sunday 14<sup>th</sup> September: afternoon cream teas – 6 Bric-a-Brac stalls in hall at £5 stall, and garage sales in village to be advertised; Friday October 31<sup>st</sup> Halloween Night Pop-up-Pub with jacket potatoes and open to children; Friday 5<sup>th</sup> December Ukulele night with a bar; Saturday 13<sup>th</sup> December, free afternoon tea for villagers 2p.m. to 5 p.m., 7 p.m. Pop-up-Pub to 11 p.m. First drink would be free. MCN stated that with other fixtures in the VH up to end of December the

allocation of 12 drinks licenses for the year would all be used. As from 1<sup>st</sup> January 2015, another 12 would be available. The fixtures for the VH were agreed.

158/14 Maintenance/Hall cleaning: Jack Godkin, a villager, had replaced a set of defective taps, plus a water heater; the invoices for parts only had been paid. Jack Godkin did not request payment for his time. He was also going to check the defective fire doors. LW would speak to the parties who were involved in VH cleaning. CW was authorised to purchase paper towels for the toilets.

159/14 VH equipment: SC would check the first aid box and make sure it had the correct medical equipment, as suggested by ORCC.

160/14 Website: HC stated that all information passed to her was updated and the site was regularly checked. She asked anyone who spotted something that needed correcting/updating to contact her directly.

161/14 New Committee Members: it was known by the committee that at least one new villager was interested in joining the PVHMC, possibly two. Hopefully they would be able to attend the next meeting.

162/14 Any other business: none.

The meeting closed at 9 p.m.

Next meeting Tuesday 12<sup>th</sup> August 2014 7.30 p.m.