



Cherhill Village Hall Minutes of a Trustees Meeting held on 27 July 2017 at 7.30 pm

Present

Adrian Wright, Margaret Angell, John Cavanagh, David Cracknell, Bob Deacon, David Evans, Julie Sinnick, Jo Taylor, Simon Tomlinson

Apologies

David Grafton, Madeline Harley, Maggie Moore,

Minutes of last meeting

The minutes of the last meeting held on 22 June 2017 were agreed and signed off.

Matters arising from minutes

None.

Treasurer's Report

The Treasurer reported the following bank account balances;

- **Lloyds Treasurers 'operating' account - £19,510.00.**
- **CAF New Village Hall account - £11,090.00**

The Treasurer confirmed that there had been no significant expenditure of late and that some hire fees for May, June and July were currently being collected.

Bob Deacon confirmed that the new clip on microphones have been purchased. They come with their own receiver/transmitter system which is incompatible with the existing hand-held microphone. Bob to obtain a price for purchasing a new hand-held mic that will be compatible. The principle of purchasing a new mic was agreed.

Agreed by all present

Bob to liaise with Phil Bathurst to 'tidy up' the existing arrangement currently located backstage in order to make access and operation easier for all hall users. Users (probably 4/5 groups in total) to be briefed as and when the need occurs.

Action: Bob Deacon

Hall Bookings

Margaret advised that bookings are currently quiet due to summer holidays. The Scouts are as yet unconfirmed. David E offered to approach the Scout Leader to ask him/her to contact Maggie to confirm their intentions.

Action: David Evans

Maintenance works to car park wall and railings

Bob and David E have met with the Contractor and works are planned to start week commencing 31 July 2017. David E has spent some time cutting back the neighbouring hedge where it overhangs the wall - thank you David. Ken the Contractor has requested £100.00 for materials. The existing railings are to be redecorated in a dark green.

Agreed by all present

David E reported that the VW Golf that had been left in the Village Hall for around a month has now been removed following several attempts by David to contact the owner.

Once the decoration works to the external walls and railings are completed new parking signage will be fixed on three walls to replace the existing faded signs.

Agreed by all present

Review of Terms of Hire/conditions/charges etc

Following a meeting with David C, Bob and Maggie, David E tabled the current charges for existing, regular hall users. It is proposed that these remain unchanged as there is no real reason for any increase.

David C reported that he has carried out a study of Village Hall costs to see if there has been any significant movement and advised that there has been little change for the past 10 years.

Agreed by all present

David E tabled a copy of proposed revised hire charges. These to be for any NEW bookings with effect from 1 September 2017.

Simon T felt that the charging structure as proposed is too complex and suggested that a clear rule is set up for discounting new bookings from now on, i.e. £XX less XX%

After a great deal of discussion, it was agreed to continue as proposed. David E to pass the draft documents to JT to add our logo for onward publishing on the website.

Agreed by all present

John C confirmed that he has met with Maggie M and the Booking Form has now been finalised, reformatted onto one sheet and put on the website.

John confirmed that a publican's license cannot be 'transferred' so anyone wishing to run a bar in the Village Hall would have to apply for a temporary license. 10 No temporary licences are available to the Hall per event, per year, so we will need to keep an eye out that we don't exceed this number.

Agreed by all present

Fire Risk Assessment/Risk Assessments in general

David C has concluded the Fire Safety Maintenance Checklist and met with some of the Trustees prior to the meeting to run through the rota. Regular checks will take place with

effect from Monday 30 July and any Trustee members who wish to put themselves forward to help out are more than welcome.

Action: All please note

Village Auction

John C reported in David G's absence. Posters are underway and John is liaising with Dorothy House re colours and logo's. Sample flyers were tabled. There will be about 500 flyers printed - thank you John.

New Village Hall project update

Simon Tomlinson advised that there was no further news to report as yet. The documentation remains with WCC for comment.

Any Other Business.

Jo T brought in a sample replacement for the existing clock which has been very unreliable of late. All present agreed with proposed new clock. Jo to order.

**Agreed by all present
Action: Jo Taylor**

Simon T noted that the lighting in the WC's requires attention. Simon offered to take this up with Steve Cuthbert in due course - thank you Simon.

Action: Simon Tomlinson

There being no further business, the meeting ended at 9.20 pm.

Date of next meetings;

31 August at 7.30

28 September at 7.30 – (informal auction meeting to follow on)