



Cherhill Village Hall Minutes of a Trustees Meeting held on 28 September 2017 at 7.30 pm

Present

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

Apologies

Maggie Moore, Simon Tomlinson

Minutes of last meeting

David Evans noted that the original Cherhill Show Cups will be handed over to Calne Heritage Centre, not Devizes as previously reported.

John Cavanagh noted that the annual number of temporary licences reported in the minutes dated 27.07.2017 is actually 15 No and not 10 as previously thought.

The minutes of the last meeting held on 31 August and 27 July 2017 were agreed and signed off.

Matters arising from minutes

Thanks to Simon T for arranging the 3 No signs in the car park.

David Evans offered to remove the old licensing board

Action: David Evans

Treasurer's Report

The Treasurer reported the following bank account balances;

- **Lloyds Treasurers 'operating' account - £20,009.00.**
- **CAF New Village Hall account - £11,090.00**

The Treasurer confirmed recent expenditure of £415.00 for 1000 litres of oil and £148.00 for the annual Performing License.

Hall Bookings/Licensing implications

Maggie Moore reported via an email that Hall bookings are currently busy. The Theatre Group have booked every Sunday and many Saturday's between now and February when the Panto is going to be performed.

The website booking system is making life a little easier and had been used by the people who hired the hall recently for a children's party

Health and Safety

David C reported that the Health and Safety file is up and running and that regular checks are being carried out in accordance with the schedule. We are unaware of any issues to date.

Village Hall Premises License

John C reported that we have received the new premises licence. This has been scanned and uploaded onto the Trustee's section of the website online

John tabled an extract of the licence highlighting possible actions that we may need to be aware of to ensure compliance. After some discussion, it was agreed to amend the Hall Bookings item on the agenda to act as an aide memoire each month.

David C noted that although we are compliant with Fire Safety, it would be good housekeeping to keep a record of our checks.

David also noted that we need to have 5 yearly Electrical Tests. It was agreed to approach Steve Cuthbert and ask him if he could be able to provide us with a quotation for carrying out this work. David G offered to contact Steve **Action: David Grafton**

New Village Hall project update

John C updated the committee in Simon Tomlinson's absence. Feedback has been received from one of the Senior Planning Officers at WCC. Minor tweaks may be required to the CRTBO. The sub committee will get together soon to consider the feedback.

Any Other Business.

Maggie noted in her email that rust appears to be coming through the newly painted railings in a couple of places (just outside the front entrance). Bob offered to talk this through with the decorator and David Evans offered to touch up the paintwork in the short term

Action: Bob Deacon/David Evans

Maggie confirmed that she has a VGA adaptor to enable the projector cable to connect with new laptops. As it is very small she is keeping it at home. David C confirmed we have a USB to VGA adaptor which should suit Apple devices.

Maggie has been approached by Honeysuckle and Ginger, East African cuisine, who would like to come back and run another pop up restaurant. The committee all agreed they would be happy to welcome them back. Maggie to confirm with H&G. **Action: Maggie Moore**

David Evans noted that the fridge needs defrosting. Bob Deacon bravely volunteered his services – Many thanks Bob ! **Action: Bob Deacon**

Simon T noted in an email to JT that he has been unable to contact Steve Cuthbert about the emergency lighting. David Grafton offered to speak to him about it this coming weekend. **Action: David Grafton**

There being no further business, the meeting ended at 8.40 pm.

Date of next meetings;

26 October at 7.30

23 November at 7.30 – (please note JT cannot attend this meeting so can someone step in to carry out secretarial duties – many thanks)

Village Auction – brief notes:

Friday 7th October

Phil Bathurst, Bob Deacon and possibly David Evans available to assist setting up tables from 12.00 hrs onwards.

Bob to bring along presentation screens for display purposes.

Jo Taylor, John Cavanagh, David and Celia Grafton attending from around teatime to carry out cataloguing and photography duties.

Saturday 8th October

Viewing from 8 00hrs, Auction starts at 11.00hrs

Tea and bacon baps to be provided by Julie Sinnick – many thanks Julie.

David Grafton leading the Auction with Sharon Simmons assisting.

Margaret Angell, Jo, Celia and Ann to carry out admin duties during the day.

David Evans to help co-ordinate car parking.

Bob to attend to help steer people in the right direction

David C to sort out a float of £100, some for David G and some for Julie

Final clearing up to be carried out on Sunday (note Theatre Group in attendance from 4pm)