

FARTHINGHOE VILLAGE HALL

Minutes of the Committee meeting for Farthinghoe Village Hall
Held on Wednesday 30th January 2019 at 7.30pm

Attendance and Apologies

Present: Mr David Hancock Chairman (DH)
Mrs Lisa Wenmouth Treasurer/Finance (LW)
Mrs Wendy Whitehouse (WW)
Mrs Wendy Hancock (WH)
Mrs Beste Bragg (BB)
Mrs Di Osbourne (DO)
Mrs Fiona George (FG)

Guest: Mr Barry Willett (BW) representing the Parish council

Apologies: Mrs Jenny Phipps
Mr Duncan Bragg

Agenda Item		Action
1.	The Chairman welcomed three new members to the committee namely, Mrs. Di Osbourne, Mrs Fiona George and Wendy Whitehouse	
2.	Approval of Minutes of previous meeting: Currently there are no minutes from the previous meeting. So there are no current matters arising. The actions from the early November meeting were reviewed	
3.	Topics discussed at the previous meeting on 28th November 2018: The VAT refund from the installation of the insulation amounting to £837 should be received by the 3 rd February 2019. Following the success of the Winter Ball it was discussed as to whether or not to apply for a Premises License. This would solve the problem of the lack of volunteers to run the bar from the School ties. The heating was also discussed. It was agreed that there is no point in installing the broadband until the new heating system is installed. DH will do a presentation to the Parish council regarding the relationship with the Parish Council. DH has created an Asset Register for the Village Hall. The Christmas Card delivery made approximately £35 – following a discussion at this meeting it was agreed that the delivery service would be offered again this year offering two posting dates. DH has sent a copy of the Fire Risk Assessment to LW who has agreed with the content of the Assessment and it will be scanned and logged on	DH B/fwd

	<p>Dropbox The Fire Brigade has requested that a copy of the layout of the Village Hall should be on display in the Village Hall. It was agreed that the School playing field would be the assembly point in the event of a fire. LW will email WW a copy of the layout plan.</p> <p>WH has provided LW with an up-to-date list of names and contact details of the regular Village Hall hirers.</p>	LW
4.	<p>Financial Update:</p> <p>LW provided the meeting with a copy of the accounts which showed a healthy surplus of £6,000. Bookings compared with last year are slightly up. The Winter Ball raised approximately £4,000, but there are still monies outstanding from the purchase of alcohol. LW asked for details of the current stock of alcohol so that this could be included in the accounts. LW has re-negotiated the electricity contract for a further three years. LW has received a refund from the overpayment of water in the sum of £88 as the meter has been located and can now be read correctly. LW advised that there could be some insurance overlap with the PCC and will discuss this with the PCC. The rates exemption will cease in 2019 and LW will look into this.</p>	LW
5	<p>Farthinghoe Village School:</p> <p>WW informed the committee that the Container was now on site. WW is obtaining quotes for a path to be laid to the Container to enable easier access. DH agreed to meet with WW to discuss the quotes once they have all been received.</p> <p>WW said that the budget for the hiring of the Village Hall for use by the school was very tight. The School would like to continue on their current charge rate, but will reduce the hours that they currently use the Hall to cover this. WW will consult with DH once the School has made their decision over the number of hours required.</p>	DH/WW WW/DH
6.	<p>Heating:</p> <p>Several options have been discussed previously and quotes obtained. DH feels that the solution could be 'Skirting Heating' whereby electric cable runs through the skirting boards and ceiling coving (£6,000). Further discussion took place over the replacement of the floor and installation of under-floor heating. DH has registered the Village Hall with an organisation which will assist with the heating of premises using monies raised from Fines paid from electricity companies. DH will enquire as to the time frame for this option and what is required. In addition we would follow up a Legacy Grant from south Northants Council as the end date for applications is April 2019.</p>	DH

	<p>It was agreed that a new floor would make the Village Hall more attractive to hirers but if the Village Hall could get assistance with the heating the Village Hall could pay for a new floor. LW will email DH with the contact details of the SNC website.</p> <p>Delfont MacIntosh has offered £200 towards the upgrading of the stage area for curtains and spotlights. WW offered the Village Hall the use of the School's spotlights if necessary.</p>	LW/DH
7.	<p>Goals:</p> <p>2018</p> <p>DH said that the goals set for 2018 had largely been met. The bar-b-que area needs to be completed. The gardens and car park have been significantly improved this year.</p> <p>DH will install an electric water heater which will provide hot water for the kitchen and toilets.</p> <p>2019</p> <p>It was suggested that the regular hirers could be invited to attend a 'drop in' session to meet the Committee and discuss the facilities.</p> <p>WW suggested that a list of the Village Hall 2019 goals and achievements in 2018 should be placed on the notice board, together with a copy of the meeting minutes. The goals should also be placed in The Chronicle and on the website. The Clerk will be asked to do this.</p> <p>Photograph project – DH is working on this currently.</p> <p>It was agreed that there should be a new Village Hall sign depicting the logo to help enhance the building.</p>	<p>DH</p> <p>Clerk</p> <p>DH B/fwd</p>
8.	<p>Events:</p> <p>WH went through the events which will take place during the year.</p> <p>9th March – Winter Olympics (family event)</p> <p>6th July – Caribbean Evening (adult event)</p> <p>1st September – Village Show (family event)</p> <p>26th October – Halloween Ball (Adult event)</p> <p>There will possibly be a May Day Barn Dance (family event) WW agreed to try and source a maypole.</p> <p>The Read and Feed Friday afternoons will commence again in March. It was suggested to have a Reading Corner with someone reading to the children. LW agreed to play the piano, WH could hold a Pilates session.</p> <p>It was agreed that LW would place the organ on ebay.</p> <p>The Hall has several bookings for the year, including Christenings, a Birthday Party, a WI meeting and also a Wedding.</p>	<p>WW</p> <p>LW/WH LW</p>
9.	<p>Website:</p> <p>LW encouraged members to ask people who have used the Hall for events to put their comments on to the website.</p> <p>Dropbox:</p> <p>LW is prepared to show committee members how to use this if necessary.</p>	LW

10.	Roles and Responsibilities: DH will circulate the current list to Committee members asking them to see if there are any areas which they could take responsibility for as currently three to four people undertake the duties.	DH
11.	Any other business: 150 Club, WH, BB, DO, FG will collect the outstanding monies. LW will email a list to WH. WH requested donations of white sheets and white pillowcases to be used for the Olympics event in March.	LW + others
12.	Date of next meeting: 27/02/2019 Topics for discussion: Roles and Responsibilities Website Goals for 2019 The meeting closed at 9.15pm	

Next meeting will take place on 27/02/19 at 19.30hrs, Village Hall.

ACTION ITEMS :

DH - Present at Parish Council meeting to discuss relationship

LW - Scan fire risk assessment and deposit in Dropbox

LW - Indicate insurance overlaps with Parish Council to FPC

WW/DH - Agree quotes for path around the Container

DH - find out process for Heating grants from Legacy Fund and Energy Redress Scheme

DH - Install a central H/W system for kitchen, toilets and Bar

DB - post copy of Goals, minutes and achievements on Noticeboard in Hall and make available via the Chronicle.

DH - progress the photograph frames project

WW - look at sourcing a Maypole

LW - place the organ on Ebay

LW - organise Dropbox session

DH - Circulate Roles and Responsibilities for **ALL** to offer help

ALL - Help with collection of 150 Club monies