

FARTHINGHOE VILLAGE HALL COMMITTEE

Minutes 26/9/2018

Date: 26th Sept 2018, 7.00pm

Location: Village Hall

Attendees: David Hancock (DH), Wendy Hancock (WH), Jenny Phipps (JP), Beste Bragg (BB), Mick Morris (Parish Council)

Apologies: Lisa Wenmouth, Duncan Bragg, Jenny Johnston

18/9/1 Welcome (Chair)

The Chair opened the meeting, welcoming those present. This would be a short meeting to catch up with the August vacuum and would therefore be a reduced agenda.

18/9/1a Approval of previous minutes and review of actions (Chair)

- The previous minutes, with addendum from Treasurer were approved.
- Review of actions carried forward from 12th September meeting:
 - 18/3/3a Fire Risk Assessment – **LW** to obtain DH initial paperwork from Pip Clayton, and check compliance and invite Brackley Fire Brigade to visit Hall to discuss.* LW not present but DH now has paperwork
 - 18/3/8a Mobile Broadband provision. **DB** had suggested MB router (own) and test the workability, report back. Present Landline condition discussed. *Decision to revisit Landline options
 - 118/5/5d Licencing – replacing TEN method with yearly licence. **JJ** to investigate & arrange.* JJ not present
 - 18/6/6/3 **DH** proposed new MOU regarding relationship with Parish Council as owners of VH, in matters such as car parking offer, repairs & maintenance.* Outstanding but will discuss at next meeting
 - 18/6/3/5 **WH** to provide contact list of regular hirers to **LW** who will offer Drop Box session to committee members, date to be set by **LW**.* LW not present to report
 - 18/9/5c **WH** to formulate bar arrangements with School Ties
 - 18/9/7 Asset Register update to be completed **ALL**

18/9/2 Booking Process (WH)

WH updated the Committee on the process and showed two updated documents: 1. The latest booking process for customer use which is now on the website 2. A process chart for FVHC members to use if they need to stand in for the Booking Secretary. This latter document will be on Dropbox after LW has run the training course so all will be able to access it.

WH to give form to LW for inclusion

The Terms and Conditions had also been updated as a result of the last Party incident and future hirers would confirm they had both read and agreed to the Terms as part of the booking process.

18/9/3 Community Library. (Chair)

The shelves in the Committee Room had been painted and all the books were now placed in the room. It was agreed to trial a 'Feed and Read' session on 2nd November. A small group of BB,WH and JP would manage the event which would be followed by a senior Citizen Tea around December.

18/9/4 Community Plan. (Chair)

This item had been raised previously after attendance at a funding workshop in Towcester suggested it would aid funding applications. The Parish Council were supportive of the idea but would not drive it. After some discussion it was decided there was no enthusiasm at present and it would be parked.

18/9/5 Hall internal decor inc. poles and drapes (WH)

The intention has always been to gradually improve the Hall facilities and we originally intended to replace the main curtain poles in the Hall and install a pelmet all the way round to allow drapes to be mounted at will to change the ambience of the Hall. After discussion it was agreed to park this item until a future date when there was some opportunity post the heating upgrade.

18/9/6 150 Club (WH)

October Draw

£25 – number 80 – Joel Pearson

£15 – number 127 – Mary McCarroll

£10 – number 84 – Sue Hampson

18/9/7 Items for Discussion Next Time (Chair)

Next meeting will take place on Weds 26th Sept at 7pm in the Village Hall.

- Regular Hirers catch-up
- Budget and Accounts sign off
- School Charges
- Marketing Plan
- Christmas card delivery project

Chair: David Hancock

Tel: 01295 711345

Email: dave.hancock7@gmail.com

Clerk: Duncan Bragg

Tel: 07811 322396

Email: duncanbragg@mac.com

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Next meeting will take place on Thursday 1st November at 7.30 pm at London Barn.

ACTION ITEMS :

- 18/3/3a Fire Risk Assessment – **LW** to obtain DH initial paperwork from Pip Clayton, and check compliance and invite Brackley Fire Brigade to visit Hall to discuss.* LW not present but DH now has paperwork
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- 18/9/7 Asset Register update to be completed **ALL**
- 18/9/2a **WH** to give Booking Process form to LW for inclusion in Dropbox system