

## Village Hall Management Committee 2015 Monday 10<sup>th</sup> August:

### Minutes

1. **Apologies for absence:** None All Present: DH, JP, JD, IC, BH, MW, JK, SM, DB,
2. **Register of interests:** None declared
3. **Approval of minutes of previous meeting 15.7.15:** approved and signed.
4. **Matters arising:**
  - a) Fit villages: Maddy Knox interested in providing exercise session in Lawshall, wants to see how Shimpling goes. To come to next VHMC – 30 minutes max.
  - b) We have total of 56 wooden chairs for hire out of building
5. **Finances:** £5000 down from start of year position at £3160.86 in bank. Lottery account untouched (£4210). Heating oil ordered via oil club 600l at 29p/l.
6. **Hall maintenance:**
  - a) All fire detectors except 1 will need replacing at end of year. Bob
  - b) Painting to be completed during August (if possible) John
  - c) Outside corner light not working – bulb to be replaced – Ian & Sharon
7. **Grounds:** Titch and daughter keeping up with maintenance of grounds, mower now repaired.
8. **Bookings:** one new one for September, through facebook.  
  
Hire charges for tables for outside use : increase price to £5 per table with discount when all 12 hired (£40 for all 12). Chairs increase to 75p each (56 in total).
9. **Policies: Health and safety, risk assessments:**  
Fire assembly point – should be near shop – across road away from building to allow emergency services full access to Hall.  
Equipment monitoring: some items clarified  
Committee member responsible for H&S, risk assessments, inspections: David and Ian  
Jenna to update policies and circulate.
10. **R&A:** 2 adverts withdrawn, need to advertise hall as wedding venue if space appropriate.  
Long discussion about **Italian night** and how to advertise it – MW and DH to clarify with Todd Lewis .
11. **Lottery:** consistently 130 people participate. Lottery accounts to be prepared by Derek for submission (usually 3 monthly) via chairman.
12. **Website:** new website up and running. Google calendar is being used for events. We need more pictures of hall in use / showing all ages not just toddlers and older people. Also better pictures of hall. All who have pictures to send as jpegs to Jenna.

### 13. AOB

- a) Few people came to coffee morning, even so it made £243.
- b) Consider how to advertise events in future – people do not read R&A and then complain they did not know about it.
- c) David plans to speak with marketing/advertising specialists about how we can improve advertising for hall events.
- d) Casino night – possibly November – Wendy Harris
- e) Christmas party - possibly

**Date of Next Meeting: 21<sup>st</sup> September 7.30 pm**