**Lawshall Village Hall Management Committee Meeting Monday December 3rd 2018 – Notes**

**Apologies for absence:** Dave Henderson, Ian Chappell; Dave Riches wanted to come but was unable.

1. **Present:** Jeremy Parsons, Ian Carrington, Andy Irish, Karen Wilcox, Ian Copping, Julian Delefortrie, Jenna Kitchen (in chair). Wendy Harris.

Minutes of previous meeting on 3rd September were approved.

1. **Matters arising:**

200 daffodil bulbs have been planted. There are still more to plant.

Notice boards – Dave Riches unable to supply. Parish council have to prove need for / use of noticeboards by the village to Babergh in order to secure funds. Copies of adverts / notices to go to Dorothy Griggs.

Fundraising/ function groups – Rosemary Riches has expressed an interest.

Google prospects – Jeremy and Jenna to work on this.

1. **Finances:** accounts still show a discrepancy of £18.01 – the committee agreed this should be written off.

We are still spending out more than we are getting in – approx £600 but income from concert not yet fully accounted for. Oil bill, water bill, costs from last year’s Christmas event accounted for in this financial year.

Bank balance is down to £3804, was £5300 at start of year.

1. **Hall maintenance:**

Oil delivery taken, loose board to be fixed, handle removed, cage not thought to be helpful.

Consider installing sensor/light to illuminate tank. There is a vigilant neighbour who might alert if an incursion in progress. JD/ICarr to find out price.

Gents toilet light keeps getting left on – discussed possibility of moving to sensor system (cost approx £30 plus electrician) or using a switch which is in the corridor with a light indicating when the toilet lights are on – try this option first as less expensive.

1. **Grounds** – daff planted, more to come. Tree up and illuminated – on timer.
2. **Bookings:** Sharon to be asked to send update prior to meeting or to come along – Ian Carrington.
3. **R&A:**  Deadline is 15th – incorrect in mag. Julian unable to collect – Karen will collect printed magazines and give to Ian for taking to Reimans.

New person needed to manage adverts – Ian to check with Carol. ? Dave Riches

1. **Lottery:** a couple of mistakes have cost £60 as duplicate prizes had to be given. Ongoing vigilance needed. John, Ian, Jenna.

Ian will take on the lottery Collection for Dave Hendersons area, may pay by standing order.

1. **Website:** new pictures would be good. Jenna to learn how to add / update pictures.
2. **Quiz:** 16th December – 12 Raffle prizes £23.45 spent. We anticipate people will turn up on the day. Karen will let John and Sarah Warboys who are running the quiz in early – to get a bottle of wine as thanks.
3. **Christmas Concert:**

£308 taken in tickets – 47 people approx 2/3 in advance.

Costs: printing £139.05; Gina £80; Choir £50; Refreshemnts £13.50: Total 282.55

Profit £25.45. £10 is allocated for Quiz which brought in a good profit last year - from the raffle.

WI earned money from refreshments. Need more members.

1. **AOB**

From previous minutes:

possible new committee member – John Chappell

Review of constitution of VH – Andy Irish, still being considered,. Next meeting of Lawshall Trust is in May 2019.

Wendy Harris: Basketball net/board. Part of advertising board is split has been inspected, not in danger of falling out – is safe. New chain basket to go up. Possible funding from Babergh.

Ian Carrington: drilling company checking on possible oil leak – they are still assessing, waiting for final report. Caps will be removed when sampling is finished.

Children’s supplies from toddler group are still in the cupboard. Toddler group has not run since April 18. Emma Armstrong is the contact.

NEXT Meeting **7pm 4th March**

- provisional agenda to be posted for next meeting with 7pm start.