

Village Hall Management Committee Meeting - Agenda

7.30pm 15th April 2015 - Venue: The Jubilee room, Village Hall, Lawshall

1. **Apologies for absence:** Mike Wright. Mike Underwood and Amanda Underwood had resigned due to Mike having to relocate for work. Present: Derek Buckles, Ian Carrington, Julian Delefortrie, Bob Hooper, Jenna Kitchen, John Payne (acting Chair)

2. **General register of interest in any items on this agenda :** none

3. **Approval of minutes of previous meeting 25th March 2015 :** agreed and signed

4. **Update on actions from previous minutes :**

- a) Website: JK continues to develop content for website – room sizes needed – IC will measure
- b) Fire extinguishers with 10 year life purchased for £100 each – 2 foam type to arrive this week
- c) Insurance – has been renewed as per previous minutes from 1st April.
- d) Babergh Funds - £4000 should arrive in our account on 22nd.

5. **Update on work by contractors**

Guttering done; Ceiling completed. Plastering in small storeroom completed 15/4.

PP Electrics to come in 16/4 – 2 days work planned

Floor: on 20th appointed contractors will scarify floor, fill and lay self-levelling compound – 5 days work. Glasswells will then lay floor taking 2-3 days. Will be finished by 28th

Then to finish decorating and to clean

Jubilee room painted – vent cover needed

Kitchen painted – some repairs needed – JP to arrange for ? Jess Bucksey to do

Outside painting to pebbledash and lintel started. Bricks to not be painted, some blown and will need attention in future.

6. **Update on insurance claim and grants**

Babergh £4000 to come on 22nd

Suffolk County Council £4000 grant to be claimed once floor laid and paid for (demonstrated in bank statement) – may take some time to receive grant and bill will have to be paid prior.

Insurance – loss adjusted (after negotiation) agreed £1943.33 for loss of income to end of March.

Cheque awaited.

7. **Finances:** balance sheet shows £14,158.88 in hand/bank (£6450 is grants) plus £3,738 in lottery account. Restoration expenditure so far £5063.00 with outstanding : plasterer £200, Ceiling ?£3720, Fire extinguishers £200, Floor £13,919 possibly plus VAT if this is not included.

8. **Feedback on Norfolk Conference on Village Halls:** JP and JD attended.

Met Zurich Insurance Agent who had contacted Zurich registered a complaint on our behalf

Loss adjusted did then contact JP and after negotiation a sum on £1943.33 was agreed for loss of income. We would be unlikely to be able to obtain a grant from the National Lottery. There is another fund that might be accessible more quickly for a specific project.

9. **R&A :** Going OK

10. **Lottery:** Spreadsheet updates working well

11. **Thanks yous** – to all who have been working so hard to get the Village Hall looking good and becoming ready to open again

12. **AGM & Committee: Tuesday 19th May in VH:** Notice in R&A to invite potential new members for committee to come along to AGM. New Chair and Secretary will be needed.

13 AOB:

Hall re-opening/Launch: consider summer fayre and BBQ for village and those who have participated in / supported restoration project.

There is a party booked on 2nd May, another on 3rd, 7th is election (£300), police have also hired.

There have been a number of enquiries for parties, mainly from the school.

Louise Howe has called a meeting to discuss the future of the Youth Club (?on 16th).

Tuesday Club will restart in the Hall from May 12th. Annual Parish meeting is the same day.

Consider when to formally re-employ Sharon who is willing to continue in the role – agreed from 1st May with £50 gratuity for work she has done taking bookings during closure.

Agreed to purchase a **keysafe** to allow renters to gain access when Sharon unable to be there.

Annual Parish Meeting 12th May – JP will give verbal report.

Paperbank has been removed from School as impeding access for fire engine. PC seeking alternative site – possibly outside VH. Committee decided it is not suitable for placement inside the VH grounds / car park. The land between the ditch and the road belongs to the council so VHMC has no jurisdiction on its use.

13. Date of next meeting : Mon 1st June 7.30 VH