

## Village Hall Management Committee Meeting - minutes

7.00pm 25th March 2015 Venue: The Jubilee room, Village Hall, Lawshall

1. **Apologies for absence** from AU, DB. Present: BH, JD, MW, IC, JP, MU, JK
2. **General register of interest in any items on this agenda:** none declared
3. **Approval of minutes of previous meeting 25th February 2015:** agreed and signed
4. **Update on actions from previous minutes:** many completed

Outstanding items:

- **Website:** AU & JK met with Mike Pepper from Jabu designs, website structure is in place, needs some tweaking and content filling – some done. Hall facilities to do, will need pictures.
- **Hire Charges:** agreed £10/h for Village residents £15/h for non residents  
JK & AU to continue to develop content for website  
MU to provide floor plan and room sizes
- **Fire extinguishers** – JP & BH to review change to 10 year extinguishers before reopening
- **Insurance** – to reinsure for £375,000 value with 10% annual increases, due end March
- **Boiler service** – Jason will do when we are ready
- **Photos of work** – some done, still needed as works progress.  
Connor has some photos – IC to obtain

### 5. Update on work by contractors

Guttering completed – continuous aluminium lining put in with 4 outlets (in excess of requirements), Flashing resealed, outlet to rear put in. Work agreed by Babergh.

MU to send invoice to JP so that funds can be obtained from Babergh- Actioned

Brick dust and sealing foam have got into undesirable places – chair fabric (dust), window sill (foam), music system (dust) & cabinet (foam)

### 6. Update on insurance claim

£8728.87 has cleared into our account.

JP has sent all documents requested to loss adjuster, by recorded delivery, re loss of earnings claim including statements from PC, Tuesday club, table tennis club, audited accounts and many cash envelopes. £2093.11 claimed with estimate we may get £1900. JP will chase in due course.

### 7. Schedule of works

Ceiling to be sprayed next week = w/c 30/3/15

Store room ceiling – leak from the end of old gutter – needs sealant and plastering (JP)

Electrical works Inc air bricks & fans, socket repairs w/c 16/4

Floor – ASAP at latest w/c 20/4 Glasswells

Boxing in pipe - £100, can be done next week – go ahead

Paint has been requested by MU – decorating can start.

8. **Discussion on new floor:** levelness, durability, replace-ability in the event of damage, noise level, experience & durability of contractor discussed. Interlocking flooring preferred.

Glasswells preferred contractor – same price as other quote.

MU to obtain samples (& availability/timescales) for us to review Thurs eve 6.30pm – decide flooring then instruct to lay ASAP

## 9. Finances

Healthy balance at present with £3600 in reserve in lottery account.

Magazine needs £2880 for the year – already have £1778

Coach trip now full, set to make >£300 profit

Insurance monies now in hand £8728.87, with further £1900 expected for loss of income

Further monies due: £4000 from Babergh for guttering, £4000 contingent of decorating

## 10. R&A

JP collected from printer today. Will be distributed in next days. Kept to 36 pages, lots of extra adverts this month, is making money. JK would like more copy / stories.

## 11. Thanks yous

Many thanks to all for all the work taking down and putting the ceiling back up and for all the other repairs being done.

## 12 AOB

? Hall reopening – a private party is booked for 2<sup>nd</sup> May, Elections on 7<sup>th</sup>.

Consider relaunch of VH - ? Buffet by Realise Futures to thank all those who have assisted us / been involved.

Lottery lists (JK to update & print) new collector still needed

JP & JD are going to conference about village halls in Norfolk on 28<sup>th</sup> – will confer with insurance representatives there.

Curtains – (& poles) consider bespoke or readymade curtains

## 12. Date of next meeting

Meet in VH on 15<sup>th</sup> to review works

Postpone AGM into May – JK to put note on Website, notices can go out when date decided.

Consider when to formally re-employ Sharon