

5.00pm VH

1. Apologies. Agree minutes from previous meetings.
2. Appoint chair.
3. Matters arising from last meeting:
4. AOB
5. Date next meeting

Present: Michele (MC), Sam (SD), Rob (RW)

item	discussion	action	Who / when
1	Apologies	Minutes agreed	MC
2		Chair for this meeting	SD
3	<ul style="list-style-type: none"> <li>• Boiler maintenance contract to be set up. GU reported that Saunders do not do contracts. VHC decided that we will arrange annual service. Not done.</li> <li>• BCC: waiting for decision on fire doors</li> <li>• VHC filled in forms for Electric meters moved outside and updated – no decision made about whether to go ahead – cost £1000. Carried forward</li> <li>• Mick Elliott has been approached to clean VH drains &amp; guttering – carried forward</li> <li>• Nick was trying to recruit a suitable person as his successor for treasurer. SD has agreed to take on this role since Nick’s resignation – SD to ask Nick for all paperwork.</li> <li>• Mick Elliott has been asked to mend the kitchen cupboard but can’t do so without a bracket. SD mended it.</li> <li>• No further signs of infestation in shed but some signs in village hall. Committee agreed to employ a vermin control company.</li> <li>• VHC discussed increase in hall hire fees. RW questioned this decision. VHC decided that there was no need to implement increase at this time. Fees would remain the same as before.</li> <li>• VHC decided that following the recent resignations from the committee the AGM on 10<sup>th</sup> November should be postponed until further notice.</li> </ul>	<p>Ring Saunders and ask for due date and annual reminders.</p> <p>Sam to email and ask Gerry Carried forward – as we have no means to pay until bank mandate sorted Carried forward- as above</p> <p>All current trustees to become signatories. Change bank mandate.</p> <p>SD contact company asap</p> <p>Post notices to inform village Email people who had been personally invited. When new date decided – posters to go up at least 1 week in advance and emails sent.</p>	<p>SD</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>MC</p>
4	<ul style="list-style-type: none"> <li>• SD to pay cleaners for work done as direct payment had been stopped.</li> <li>• Following an incident when unauthorised access had been gained to the boiler cupboard it was decided that some locks within the village hall should be changed.</li> <li>• Before AGM user groups to be contacted to put forward a nomination for VHC. Some groups have not responded – follow up emails.</li> <li>• The drains at the hall had a severe blockage which had to be professionally cleared. The company reported the drains under the carpark are cracked. Parish Council paid for this work as VHC had no access to funds. Because of the expense of this we decided that there needs to be an increase in deposit charged for one off bookings to £300.</li> </ul>	<p>Cheque payment when bank mandate sorted</p> <p>Carried forward until bank sorted</p> <p>Email,</p> <p>Signs to go up to stop flushing anything but toilet paper. Amend booking forms Pay Parish Council when bank sorted</p>	<p>SD plus 1</p> <p>MC</p> <p>MC</p> <p>MC SD plus 1</p>
5	Next meeting AGM Date to be confirmed		
		Meeting finished at 6pm	

Approved