

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), Philly (PO)

item	discussion	action	Who / when
1	Apologies Debbie, Rob	Minutes agreed	MC
2		Chair for this meeting	MC
3	<ul style="list-style-type: none"> <li>• Boiler service scheduled for April.</li> <li>• BCC: items for wish list were discussed. At the moment we are considering asking for curtains to be dry cleaned and windows inside and outside cleaned.</li> <li>• VHC discussed trying to get a smart meter which would mean we wouldn't have to move the meters.</li> <li>• Mick Elliott can be approached to clean VH drains &amp; guttering now we have the means to pay.</li> <li>• VHC needs to appoint a treasurer. SD still has not received the treasurer paperwork from Nick.</li> <li>• Bank mandate is sorted. RW, SD &amp; MC are signatories.</li> <li>• Rodent control. Contractor has visited every week to top up bait boxes. At the last visit bait had not been taken so he is returning in a month. He has suggested VHC covers air bricks in small mesh wire.</li> <li>• Cleaners are now paid by cheque 3 times per year.</li> <li>• VHC discussed getting a locksmith now we have means to pay. Decided that we would keep master sets of keys at the hall for trustees to access if necessary. Also discussed hirers needing access to electric meters and cut out switch in case of emergency. This is located in the cupboard at the front of the hall which currently holds Village Hall, Parish Council &amp; Playschool archives – these will have to be stored securely before access can be given to public.</li> <li>• It was great to welcome Philly Owen to the committee. Her details are to be added to list of trustees for the hall. Debbie's details need to be collected to add her to list of trustees.</li> <li>• VHC still owes Parish Council for drainage work we agreed to pay asap. Booking forms have been amended.</li> </ul>	<p>Ring Saunders to arrange date nearer the time.</p> <p>email Gerry with these Phone and ask for details</p> <p>Approach &amp; ask Mick MC proposed SD, PO seconded. Ask Nick for paperwork</p> <p>Find suitable wire mesh &amp; cover</p> <p>Contact locksmith &amp; arrange visit. Speak to Parish Council &amp; Playschool to arrange for secure storage of archives.</p> <p>Update Charities Commission entry to include Philly. Ask Debbie for details to update entry to include her. Write cheque &amp; send to Sue Piggott</p>	<p>SD</p> <p>SD MC</p> <p>RW SD appointed SD</p> <p>All SD plus RW or MC</p> <p>SD MC</p> <p>MC</p> <p>SD</p>
4	<ul style="list-style-type: none"> <li>• Correspondence is still ongoing regarding the insurance claim for sorting the subsidence, drain work and road repair. VHC has been asked to pay final bills and then will be reimbursed by insurance minus the excess.</li> <li>• It became necessary to purchase a vacuum cleaner for the VH as the one used for many years belonged to the Playschool and it has broken. We have purchased a Sealey industrial wet &amp; dry vacuum cleaner for £87.81.</li> <li>• DH has volunteered to be booking secretary. VHC voted on this.</li> </ul>	<p>Pay contractors and Jonathan Sullivan. Claim money back from insurers.</p> <p>Proposed by SD, seconded by PO. Transfer duties asap.</p>	<p>SD</p> <p>DH appointed MC &amp; DH</p>

	<ul style="list-style-type: none"> <li>• Sonja Russell who kindly holds the key which is loaned to one off users of the hall has contacted both SD &amp; MC to clarify the key register procedure. VHC discussed the best way to continue this. VHC decided that other than Sonja, regular hirers and trustees of the hall no other keys should be held. Spare keys &amp; register of key holders should be held by the trustees moving forward. For one off bookings the booking secretary will copy SD and Sonja into booking correspondence to allow them to liaise with the hirer re payment and key procedure. It was discussed that the booking procedure for one off bookings is complicated because of the number of people involved. PO asked if it could all be dealt with by one person. MC &amp; SD explained that treasurer &amp; bookings take time and that it was too much for one person. MC doesn't feel able to be key holder as weekends/ evenings she is often working away from Badingham but possibly DH could take this on from Sonja as part of her booking secretary role.</li> <li>• Charity commission annual return is due.</li> <li>• A notice is in the Echo that the minutes for VHC meetings are being put on village website.</li> <li>• The cleaners have expressed concern regarding the surface of the floor and asked for advice re cleaning.</li> </ul>	<p>Write letter to Sonja expressing VHC thanks for continued support of VHC and explaining procedures moving forward.</p> <p>Ask Sonja for all current key register documents and any spare keys to be held by SD.</p> <p>Type up new key transfer/deposit form for one off hirers to include health &amp; safety info/declaration for use of hall.</p> <p>Ask DH when transfer bookings.</p> <p>Complete before deadline</p> <p>VHC to advise cleaners to keep mopping as necessary. VHC to review advice from sanding company and check floor at next meeting.</p>	<p>MC</p> <p>SD</p> <p>MC</p> <p>MC</p> <p>SD &amp; MC</p>
5	Next meeting Date to be confirmed		
		Meeting finished at 8pm	

Approved