

6.30pm 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), Debbie (DH), Rob (RW)

item	discussion	action	Who / when
1	Apologiesnone (Rob arrived late, Sam went early)	Minutes agreed	PO
2		Chair for this meeting	MC
3	<ul style="list-style-type: none"> • Boiler service scheduled for April. • BCC:items for wish list were discussed. It was decided to replace curtains on road side of hall with blackout roller blinds and these could go on the list. Other curtains to have new rail and to be dry cleaned and windows inside and outside cleaned. Also to add redecoration of areas of the hall to the list. • VHC discussed trying to get a smart meter which would mean we wouldn't have to move the meters. Michele tried to do this but didn't have the correct account details so couldn't. Sam was still trying to get paperwork from Nick Morgan. • Mick Elliott can be approached to clean VH drains & guttering now we have the means to pay. • Rodent control. Contractor continues to visit when necessary. Committee have been unable to source small mesh wire to cover air bricks. • Locksmith is preparing quote. • Parish Council & Playschool archives – currently being moved into secure storage. • Philly's and Debbie's details added to list of trustees. • Cheque has been sent to PC Clerk for drain work. • Insurance claim ongoing • Letter of thanks written to Sonja – VHC speak to Sonja about keys and key register. DH will begin as booking secretary as soon as hand over from MC complete. DH to hold keys for hirers. • Charity commission annual return completed on time. • VHC checked the floor seems to be ok with new mopping regime. 	<p>Ring Saunders to arrange date.</p> <p>email Gerry with these</p> <p>Phone and ask for details when account details known Ask Nick for paperwork</p> <p>Approach & ask Mick</p> <p>Keep looking for mesh</p> <p>Follow up if not received</p> <p>Follow up</p> <p>Check if we have been reimbursed</p> <p>MC to hand over booking secretary duties to DH asap including forwarding documents and dates.</p>	<p>SD</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>DH</p> <p>SD</p> <p>All</p> <p>SD</p> <p>MC</p> <p>SD</p> <p>MC & DH</p>
4	<ul style="list-style-type: none"> • The routine fire alarm system check has been carried out. Some recommendations were made to keep the hall up to new regulations. We must display a layout plan of the hall by the door and a strobe light and pull cord must be installed in the disabled toilet. It was agreed these last 2 items could be added to BCC list. • VHC agreed to employ Phil ____ to keep the village hall surrounding land tidy during the growing season including cutting the hedges and weedkilling the carpark. • VHC noted that the hall's financial year ends at the end of March. To prepare the accounts SD would like to have the old paperwork from Nick Morgan. 	<p>Prepare plan of hall and put up by door.</p> <p>Contact Flameskill to get quote for strobe light and pull cord.</p> <p>Contact Phil</p>	<p>MC</p> <p>MC</p> <p>RW</p>
5	Next meeting Date to be confirmed		
		Meeting finished at 8pm	

Approved