

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE
Meeting held on Monday 10th September 2018 at 8.00 p.m. in the Village Hall

Present: Alan Ball, Bruce Batting, Gillian Duckworth, Ivan Gosden, Bruce Jones, Natalie Larnar, Nick Robinson & Ian Sellars

In attendance: Eleanor Burt

1. Apologies for Absence

All Trustees were present at the meeting.

2. Minutes of Meetings held on 6th August 2018

The minutes of the meeting had been circulated and were agreed as a correct record and were signed.

3. Matters Arising –

Parish Council Filing Cabinet – it was agreed that at the meeting on 6th August 2018 the decision was made that the Parish Council should be asked to take away the filing cabinet in the shed only. It had not been agreed that the Parish Council's safe and the cabinet in the lobby needed to be taken away. It was also agreed to ask the Parish Council to box up its files so that they can be stored in the loft area.

Action: Bruce Jones to write to the Parish Council to clarify that only the filing cabinet in the shed need be taken away but also to request that the documents in the cabinet in the lobby be boxed up and stored in the loft. Also, the Parish Council to be asked whether the safe is still required

4. Report from Duckwood Marketing –

Art Exhibition & Craft Fair – Gilly reported that only 10 applications had been received so far so she will be discussing with Louise whether it would be an idea to move the date of the Fair closer to Christmas or into next year.

Digital Marketing – The facebook page is continually monitored and updated with comments. Any questions or comments are dealt with. The website is also continually updated as appropriate.

Weddings Leaflet – The leaflet has now been printed and distributed to House28 and The Four Horseshoes, Wendy Gosden and the Caretaker. The rest of the leaflets are in the loft to be used as required.

Fundraising – An application to the Greenham Trust has been completed. An “Expression of Interest” form for Local Infrastructure Funding has been completed and Sue Washington from Basingstoke & Deane Borough Council wishes to come to the Village Hall to meet in late September. Applications to Veolia and Basingstoke Skip Hire for funding are in progress.

It was agreed that all Trustees who are interested should attend the meeting at the Village Hall with Sue Washington. Gilly will circulate dates to all. Gilly also to speak to Stephanie Curdon regarding Section 106 monies.

Bruce Jones agreed to let Gilly have the old Charity number for the Village Hall.

**Action: Gilly to circulate dates for meeting with Sue Washington to all Trustees
Bruce Jones to let Gilly have old Charity number
Gilly to contact Stephanie Curdon regarding Section 106 monies**

5. Clock Repair

Nick Robinson still to organise clock repair

Action: Nick Robinson to organise clock repair

6. Printer

Bruce Batting has a new printer which he offered to the Village Hall. Bruce Jones will check that it is suitable.

Action: Alan Ball to check that the printer Bruce Batting has is suitable for the Village Hall

7. Tables

It was agreed to buy 6 Mogo tables at £58.74 each including VAT. Natalie will order the tables.

Action: Natalie to order 6 Mogo tables

8. Parking Chain

Nick Robinson reported that the cost of hooks, lock and a chain would be £55.66. After discussion it was agreed to try using a barrier with a sign attached requesting that people do not park in the Village Hall when a function is taking place.

9. Door Locks

Wendy Gosden has repeatedly tried to contact Rainbow regarding the locks but with no success. Bruce Batting agreed to contact Basingstoke Locksmiths. Nick Robinson will repair the door hook.

**Action: Bruce Batting to contact Basingstoke Locksmiths regarding changing the outside door locks
Nick Robinson to repair the door hook**

10. Footpath Fencing

Ian Sellars reported that the quote from Fouracre for fencing the footpath is £407 less £70 if they don't have to take away the rubbish.

It was agreed the quote from Fouracre be accepted and that the work be scheduled for half term week.

Action: Ian Sellars to instruct Fouracre to carry out the fencing work (Ivan Gosden to take away rubbish) during half term wee

11. Damage to Hall

It was reported that at a recent wedding a basin was damaged in the disabled WC. The repair cost £256. The £100 deposit for the booking will be used towards the cost of the repair and not refunded. It was also agreed to try to get the customer who booked the hall to also pay the difference of £156. It was further agreed that in view of this experience the deposit for booking the hall should be put up to £250 and this should be paid in cash or direct to the bank, no cheques to be accepted.

Action: the customer who booked the hall for the wedding when the damage occurred to be informed that the deposit paid will not be returned and also that they be asked to pay the additional £156 cost of repairing the damage which occurred

Action: Damage deposit to be increased to £250

12. No 2 Cottage Repairs

It was noted that the boiler in No 2 Cottage had needed a repair and this had been carried out by Adrian Burt.

Ivan Gosden is obtaining a quotation for electrical repairs for the Cottage and the Village Hall.

Action: Ivan Gosden to obtain a quotation for electrical repairs to the Cottage and Village Hall

13. Email from Andy Morgan – Projector Screen

It was noted that a screen had been found at the Hall – this will be checked before a decision is made on whether to purchase a screen.

Action: the screen which has been found to be checked to see if it is suitable for use

14. Items Not Completed From Open Meeting

Screen – see 14 above

Curtains - ??

Village Hall Constitution – is displayed on Charity Commission website – agreed that Gilly will also put on the Village Hall website

Nat West Bank Account – Standing orders to be transferred – Wendy is organising

Parking – action underway

**Action: Gilly to put the constitution on the website
Wendy to transfer standing orders**

15. Silent Soldier

It was agreed to buy a soldier with Village Hall name on the base at a cost of £250. Nick Robinson suggested that the soldier is put in the pedestrian gateway to the Village Hall

Action: Natalie to order silent soldier with delivery to the Village Hall

16. Fete Proceeds – Distribution & Loddon Valley Link Item

Natalie had prepared an item for the Loddon Valley Link which was approved. It will be noted that the Village Hall will be using funds raised for new tables, fencing, hot water boiler for the kitchen and flower tubs.

17. Open Meeting

It was agreed that the open meeting will be held on 12th November

Action: Next open meeting to be held on 12th November

18. Presentation to Jan

It was agreed to consider this matter again at the next meeting, Trustees to think about a suitable gift for Jan.

Action: “Presentation to Jan” to be put on agenda for next meeting

19. Finance

Ivan Gosden reported that the bank account currently stood at approx. £67,000 including fete funds.

20. Other Business

(a) Cabinet for Watering System – It was agreed that Bruce Jones should purchase the cabinet to house the watering system

Action: Bruce Jones to purchase cabinet for watering system

(b) Open Meetings – It was proposed by Bruce Jones and seconded by Nick Robinson that all Management Meetings be open to the public. There were only three votes in favour so this was not carried.

It was agreed that the minutes of the Management meetings be published on the website. In future all sensitive/confidential items will be discussed at the end of the agenda and not included in the published minutes. Corrections to the minutes will be emailed to Eleanor by Trustees within 5 days of receipt of the minutes by email and then Gilly will publish the corrected version which will be marked DRAFT. The agenda for future meetings will have confidential items at the end.

**Action: Future agenda to have confidential items at the end
Minutes of future meetings to be published on the website**

21. Date of Next Meeting

The next meeting will be held on Monday 8th October 2018 commencing at 8 p.m.

The meeting closed at 10.10 p.m.

Action: Bruce Jones to write to the Parish Council to clarify that only the filing cabinet in the shed need be taken away but also to request that the documents in the cabinet in the lobby be boxed up and stored in the loft. Also, the Parish Council to be asked whether the safe is still required

Action: Gilly to circulate dates for meeting with Sue Washington to all Trustees

Bruce Jones to let Gilly have old Charity number

Gilly to contact Stephanie Curdon regarding Section 106 monies

Action: Nick Robinson to organise clock repair

Action: Alan Ball to check that the printer Bruce Batting has is suitable for the Village Hall

Action: Natalie to order 6 Mogo tables

Action: Bruce Batting to contact Basingstoke Locksmiths regarding changing the outside door locks

Nick Robinson to repair the door hook

Action: Ian Sellars to instruct Fouracre to carry out the fencing work (Ivan Gosden to take away rubbish) during half term week

Action: the customer who booked the hall for the wedding when the damage occurred to be informed that the deposit paid will not be returned and also that they be asked to pay the additional £156 cost of repairing the damage which occurred

Action: Damage deposit to be increased to £250

Action: Ivan Gosden to obtain a quotation for electrical repairs to the Cottage and Village Hall

Action: the screen which has been found to be checked to see if it is suitable for use

Action: Gilly to put the constitution on the website

Wendy to transfer standing orders

Action: Natalie to order silent soldier with delivery to the Village Hall

Action: Next open meeting to be held on 12th November

Action: Bruce Jones to purchase cabinet for watering system

Action: Future agenda to have confidential items at the end

Minutes of future meetings to be published on the website