

PRIDDY VILLAGE HALL

DRAFT MINUTES

OF THE MEETING OF PRIDDY VILLAGE HALL TRUSTEES AND USERS HELD ON THURSDAY OCTOBER 15th 2015 AT 8 PM IN THE VILLAGE HALL.

Present: Alan Hutfield (AH) (Chairman), Thelma Hewitt (TH), Chris Dyke (CD), Rachel Thompson (RT), Ruth Dadswell (RD), Lesley Houlton (LH), Mary Gwyther (MG), Barry Davie (BD).

1. Apologies for absence: Georgia Allcock, Mandy Hutfield
2. Minutes of the last meeting: the minutes of the previous meeting held July 23 2015 were agreed as a true record (all) and signed. The deferred minutes of the meeting held April 16 2015 were also agreed and signed. It was suggested and agreed that the (draft) minutes should be made available for public view on the Village Hall notice board and the village website (subject to agreement with the Parish Council clerk).
3. Matters arising (not otherwise included on the agenda).
 - 1) Baynes' wedding – a response to the letter re use of toilets has been delivered. It was agreed that the ad hoc use of any of the facilities by the public or members of the community has to be at the discretion of the hirer. The toilet facilities are not generally open to the public and would only be accessible when the hall has been hired, therefore access is at the discretion of the hirer.
 - 2) Pre- school cupboard damp – Action RD to investigate and report to AH. Still awaiting a socket – action RD / GA to organise.
 - 3) Front door lock request – this is not possible – dealt with by GA.
 - 4) Priddy Folk Festival - invoice as normal for festival hall use: TH confirmed that an invoice has been sent but has not yet been paid. Action TH to chase.
 - 5) Use of traffic cones – cones left out around the hall may inconvenience or constitute a danger to other users who may be elderly – raised a an item for discussion by Orchestra / Monday Club - action: LH to discuss with Priddy School staff.
4. Treasurer's report: TH reported that the Village Hall had made a small profit for the year 2014/15. The draft accounts are with Pam Lloyd for auditing.
5. Bookings report: CD reported that the calendar has been updated with details of regular users (not previously recorded) so that double booking does not occur. Bookings are steady but it was noted that the charges sometimes appear inconsistent. It was agreed that CD should use her discretion when necessary. The charges should be posted on the notice board and website. Action: LH to circulate an electronic copy of the current charges.

6. Cleaning and caretaking: BD stressed that the caretaker has limited extra time available for chores such as a major clean up after an event. It was agreed that Taz should present invoices for additional cleaning when this occurs – action BD / TH to liaise.

Cooker: it was agreed that the cooker should be cleaned professionally at least once per year. Action: LH to supply details of a cleaning company to RT.

Window cleaning: agreed to leave until Spring 2016.

Weeds: RD had cleared the weeds around the whole building.

7. Repairs, renewals and projects (see list) plus place settings (cutlery / crockery).

Carbon Monoxide tester – new unit required – action: RT to purchase.

Oil indicator gauge – appears to be incorrect – action: AH to investigate.

Gas supply – ongoing problems with hirers' incorrect use of stop button and gas supply line valves. Action: hirers to be given written instructions via CD - BD (gas line) and LH (use of cooker etc.)

Cooker - fill in plate – awaiting Will (Wok Cookers) – action: LH to pursue.

Toilet – small toilet in disabled closet is faulty – action AH / BD to investigate.

Bar shutter – malfunctioning – action: AH / BD to investigate.

Front of stage (dirty) – action: CD offered to paint.

Table trolley – (faulty castor) – action TH agreed to check previous repair invoice for details, report to AH.

Cutlery, plates, dishes - appears to be a shortage, perhaps due to items being borrowed and not returned – action: RD and LH agreed to count / list all items, price necessary replacements with Nesbit and make a recommendation.

Internal lights: AH reported on the meeting with lighting consultant Bill Noble (Wow Lighting). The proposal for replacing the internal lights is estimated at £6K but there may be discounts. AH had approached Priddy Folk Festival for a contribution to the project (all or any would be gratefully received). It was agreed that LED is the way forward and that a sample would be useful. Action - AH / BD to take the project forward.

Ceiling painting – this would be the next task once the lighting project is complete. It was thought this could be done by volunteers.

External lights – it was agreed that these need improving especially as darker nights are approaching. Action – AH / BD to discuss with Bill.

Repairs / renewals / projects list – everyone was asked to consider costs so that a five year plan / budget could be considered going forward – action: all.

8. PFF grant – see above – decision by PFF committee is awaited.

9. Any other business

Mini bus parking – beyond metal bollard (oil tank side) had been proposed. CD reported that the bollard is faulty (failure to flatten). MG advised that this area should not be used for parking due to septic tank drainage problems. Nigel Taylor could advise. Action – RT to confirm with NT.

The Piano: whilst a fantastic facility for the Village Hall it does cause some difficult issues, some hirers do not want it in the hall, some want it on the stage, others hirers may want it on the floor. The weight of the Piano makes it very difficult to meet demands. It was generally agreed that a key board that could be put away was a better option as storage of the piano is difficult, action all to consider for a decision at the next meeting.

10. Date and time of future meetings:

Quarterly trustee and user group meetings

Thursday January 21st 2016

Thursday April 21st 2016 (Including AGM).

Thursday July 21st 2016

Thursday October 20th 2016