

# PRIDDY VILLAGE HALL

## DRAFT MINUTES

### FOR THE MEETING OF THE PRIDDY VILLAGE HALL TRUSTEES AND USERS HELD ON THURSDAY JANUARY 21<sup>st</sup> 2016 AT 8 PM IN THE VILLAGE HALL.

Present: A Hutfield (Chairman), B Davie, R Thompson, T Hewitt, G Alcock, L Houlton.

1. Apologies for absence: Ruth Dadswell, Chris Dyke, Mandy Hutfield
2. Minutes of the last meeting held on October 15<sup>th</sup> 2015: agreed and signed as a correct record – all.
3. Matters arising (not otherwise included on the agenda).
  - 1) Publication of draft minutes: post on Village Hall notice board, confirm posting to Parish Council website with PC clerk – action RT.
  - 2) Use of traffic cones – LH reported that Priddy School has a system for ensuring these are removed at close of day. (Item concluded).
4. Treasurer's report.
  - a) Current Financial report: bank balance £28,577.92 confirmed by TH.
  - b) Annual accounts / Charity return: filed - thanks to Pam Lloyd. The year end 2015 audited accounts were formally adopted. Further action required:
    - i) review current financial controls with regard to payment for booking and caretaking services
    - ii) agree relevant policies and controls for 2016 return (action RT / Community Council),
  - c) PFF invoice (2015) – paid. (Item concluded).
  - d) PFF grant (2015) - £4,000 grant received thanks to the PFF committee – towards lighting project (see item 7).
  - e) Electronic records – action TH / RT agreed to work on these concurrent with production of year end 2016 accounts.
5. Bookings report CD to confirm that the charges list is posted on the PC website and the VH notice board.
6. Cleaning and caretaking.
  - a) General overview – floor cleanliness – to assist with caretaking and hirers it was agreed to purchase a new hoover (possibly wet / dry type if available.) Action LH to investigate and recommend.
  - b) Caretaking review. Tender and invoice documents need updating – action RT. 2016 Tender needs review – action BD.
7. Repairs, renewals and projects - see list for review of projects / actions to date.
  - a) Rodent problem / Rentokill update. The rodent entry point appears to be a broken airbrick – action AH to ask for this to be fixed. LH offered netting as a temporary solution.

Third visit by Rentokill, a deep disinfectant and report awaited before payment of invoice.  
Action AH / TH to liaise.

b) Improvement / maintenance list. Following actions done / agreed.

PG cupboard socket – to be provided when electrician attends for lighting project.

Oil tank fuel indicator gauge – AH to obtain quote for replacement (Western Fuels).

Window Cleaning – review in April.

Stage carpet – request quote from Wells City Floors – action RT.

Table trolley castors – fixed (AH).

Shutter – fixed (AH / BD).

Broadband – agreed that Village Hall should take over the ADSL line, pay for the line and unlimited broadband. No call package required - Preschool to pay for any outgoing calls – action TH / AH to liaise / arrange with BT.

Cooker

i) back plate and servicing (LH) – Wok expected imminently.

ii) Stop button instructions – requires laminating and displaying – action LH.

iii) Annual clean – LH to discuss with her contact and recommend.

Carbon Monoxide tester – renewed (RT).

Disabled closet – both loos require urgent attention – action RT to locate plumber.

Weed removal – done (RD).

Cutlery / plates / dishes etc – assessed and 120 cutlery new settings plus china / glass ware purchased (LH / RD) – glassware needs etching – further actions as decided by LH.

Exterior lighting – replace bulbs – action AH / BD.

Gas line instructions – CD to confirm this is provided to hirers.

Mini bus parking – Ok to park beyond the lockable pole - pole still requires attention.

RT to produce updated list and circulate.

c) Lighting project.

AH outlined plans for replacing and renewing the internal lighting. This was approved. Next step is to liaise with R Sage, electrician to take the works forward. Action AH.

8. Any other business: none.

9. Date and time of future meetings:

Annual trustee meeting to be decided in April.

Quarterly trustee and user group meetings

Thursday April 21<sup>st</sup> 2016 (Including AGM).

Thursday July 21<sup>st</sup> 2016

Thursday October 20<sup>th</sup> 2016

Thursday January 19<sup>th</sup> 2017