

Treknow Village Hall

07/12/2021

09.30am

Held in Hall

Meeting called by: Chairman – Peter Bower

Type of meeting: Progress Update

Note taker: Carol Coupe

Attendees:

Peter Bower (Chairman)	PB
Judith Bower	JB
Jenny Patterson (Treasurer)	JP(Tr)
Stuart Patterson	SP
Julie Sandercock	JS
Angela Freke	AF
Carol Coupe (Secretary)	CC

Apologies: Jean Prout
Malcolm Prout

Minutes

Discussion:

PB Opened meeting – welcomed and thanked everyone for attending. Wished Jean and Malcolm a speedy recovery

Previous minutes accepted as read

Actions from last meeting:

PB Doors now finished – one further coat of varnish to be done. A bar has been fitted at the base of the doors to give better stability.

It was agreed that the flooring (main hall side of doors) should be carpeted with a joining strip to the wooden floor.

Heating now up and running – balance to be paid today. Temperature set to 16 degrees, can be increased to 18 degrees when necessary. This to be monitored over the next few weeks.

Attic now cleared.

Urn for kitchen – JS to check a 10 ltr will fit and order, price around £60

Finance

JP(Tr) See printout for monthly breakdown.

Balance for heating to be paid today.

Electric readings being taken beginning of each month to monitor. At present £25.00 p/m is being paid, it is estimated this will probably increase to £109.00 p/m. At present – 80 units used in day / 22 units at night

Ted Lowe (or another) to be contacted to check Electric and issue new certificate which is now due (requirement every 2 years). JS – commented that the tripping of toilet lights should be checked at same time.

Insurance renewal – Premium £461.99 (last year £440.75). It was raised that 'Buildings Insurance Cost' may need increasing now. JP to look into and see what increase to premium, if any, this will incur.

Jobs to be completed

PB Now internal doors fitted – painting of new plaster required (Thursday agreed)

JS Carpet to be fitted next week

PB Shelving to be fitted in recess

AF Mentioned possible lagging required for outside tap

Hiring of Hall / Bookings etc

JB Booking Form Discussion – Section to be completed made as simple as possible - T & C's to be attached. Form will be put onto website which can be downloaded for completion by hirers then emailed or posted to Secretary.

It was discussed that maximum persons for seated events should be 50 and non-seated 80

Alcohol licensing – further research required

CC Garden Club has asked if their '2' major events for next year ie Plant Sale in May and Club Show in September could still be charged at £30 each event – it was unanimously agreed they could.

- CC Agreed to send a 'bookings' spreadsheet to committee each month, to enable everyone to know when the hall is booked out.
- CC To create a 'Checklist' for the kitchen to remind 'hirers' to clear away rubbish etc. Also for Electricity cupboard ie usage (keeping meter topped up to £20)

AOB:

- PB To look into purchasing a 'Keysafe' for the lobby for 'hirers' to access hall.
- JP Suggested our AGM be put back to April 2022
- JS Christmas Raffle – Tuesday December 21st @ 7pm. For committee and partners
- PB Opening Event – An agreed date of Saturday January 22nd 2.30 – 5.00pm, tea/coffee/cakes invites to public nearer the time

Other Information

Special notes:

Further Meetings

Tuesday 11th January 2022 @ 10.45am