

**Minutes of the Meeting of Winterton-on-Sea Village Hall Committee
Tuesday 25th July 2019 11am Winterton Village Hall**

Present: Eric Lund (Chairman)
John Allen
Ayeshia Hammond Young
Elaine Hillier
Norman Parcell
Claire Thompson
Catherine Moore (Parish Clerk)

Also attended: Four members of the public.

1. Apologies for Absence

None.

2. Declarations of Interest and Applications for Dispensation

None.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 18th June 2019 were **agreed** and signed by the Chairman.

4. Update on matters arising from the minutes

a) Notice Board Access

Norman had tried to replace the lock without success. However it was discovered that keys were available for both boards, and **agreed** to exchange these so that the notice boards could be updated.

b) Deep Clean / Equipment / Inventory

The deep clean had been completed and there was a noticeable improvement. Hirers equipment had been moved to the cupboard near the kitchen, with all kitchen equipment now available for Village Hall hirers in general. The inventory had been updated with a number of items missing, the Clerk was asked to email regular hirers to ask where these were.

Clerk

c) Fridge / Recycling Separator

The fridge had been touched up with paint and no longer needed replacing. The tile grouting was being touched up which was freshening it, however these may be replaced in due course. Ayeshia was looking into a recycling separator bin.

AH

5. Public Participation

A query was raised regarding putting posters into the boards advertising classes at the Village Hall, it was confirmed that this and flyers in the foyer were welcomed. A query was raised asking whether the new prices were staying in place, it was confirmed that this was under review, and that any problems should be emailed to the Clerk, including details of the rate previously paid.

6. Finance

a) Receipts, Payments, and Bank Reconciliation

There had been receipts of £362.20 and payments of £1,202.79 in June 2019. The earmarked reserve at 30.06.19 was £21,058.32.

b) Accounts for Payment

The following payments were **approved** at the meeting:

V Parker	Cleaning	£58.50
	TOTAL	£58.50

7. Maintenance and Risk Assessment

a) Regular Maintenance

It was suggested that an official disabled parking sign could be put outside the Village Hall.

b) Fixed Wire Electrical Inspection

The fixed wire inspection had shown up some works required, it was **agreed** to go ahead with these at a cost of £210.00.

c) Fire Door

Eric was waiting for the locksmith to come back with some options.

d) General Improvements

The basic kitchen equipment had been updated, and the recycling bin was in hand.

e) Damp in Kitchen

An area of damp had been dealt with and would be monitored. There were mould spores in the base cupboard next to the sink, Keith would be asked to deal with this. The door opening to the toilet area also needed filling and touching up.

Clerk

f) Decorating and Flooring in Toilets

It was noted that the kitchen was fit for purpose for reheating and serving food, however a food preparation area would introduce a new set of legislation requirements and inspections. The cost of extending the kitchen was not commensurate with the level of hire of the Hall. A quote had been received to replace the flooring in the toilets, cupboards and kitchen, it was **agreed** that another two quotes would be obtained. It was noted that prices to install and paint skirting boards around the walls in the toilets area would also be needed.

**Clerk
/ EL**

The lock on the ladies toilet needed replacing, and it was not clear whether the urinal was auto-flushing.

Clerk

8. Future Events

Ayeshia reported that all events were in hand. The issue of dogs in close proximity to the catering area was discussed at length, and it was clarified that a designated area for the Fun Dog Show would be fenced off. It was **agreed** to trial the dog show in that area, and to make a decision between that and the back of the Hall for 2020.

The Garage Sale was being advertised in the newsletter, and it was **agreed** to print the booking form as an insert to be delivered to each household. The Clerk was asked to contact First Buses and the Police to make them aware of the event for vehicular access.

Clerk

Clerk

9. Ongoing Matters

a) Recruitment of Caretaker

The role had been advertised at £9 per hour, for 6 hours per week.

b) Electricity Contract

The Clerk had researched some prices, with one seeming favourable however the supplying company had terrible reviews. She was waiting for a quote from Eon. It was suggested that Bulb might be worth looking into. Further research to take place, to discuss at next meeting.

Clerk

c) Hiring Terms and Conditions

The Clerk was asked to redraft the terms and conditions for the next meeting, looking at other examples. It was felt that something around noise was required.

Clerk

10. New Matters

a) Cleaning Consumables

It was felt that commercial grade cleaning consumables would be better value for money, and **agreed** to set up an account with Hugh Crane.

Clerk

b) Damage Deposits

This would be considered with the review of hiring terms and conditions.

c) Feedback from Hirers

The main feedback had been around improved cleanliness. There had been some dissent around movement of personal equipment from the kitchen to the cupboard.

d) Sleepers outside Village Hall

A proposal had been agreed by Council that a raised planter could be installed at the end of the parking outside the village hall.

12. Date of next meetings:

- Tuesday 20th August 2019, 11am, Village Hall

The meeting closed at 12.25pm .

CHAIRMAN