

**Minutes of the Meeting of Winterton-on-Sea Village Hall Committee
Monday 16th September 2019 10am Winterton Village Hall**

Present: Elaine Hillier
Claire Thompson
Alec Sutton
Catherine Moore (Parish Clerk)

Also attended: 1 member of the public.

1. Election of Chairman

It was **agreed** that Claire Thompson would chair the meeting only, proposed by Elaine Hillier, seconded by Alec Sutton, all in favour.

2. Apologies for Absence

Rachel Tooke and Mark Bobby sent apologies for absence.

3. Declarations of Interest and Applications for Dispensation

None.

4. Minutes of the Previous Meeting

The minutes of the meeting held on 20th August 2019 were **agreed** and signed by the Chairman.

5. Update on matters arising from the minutes

a) Recycling Separator Bin

It was **agreed** that the bin in the corner of the Hall would be designated and labelled for recycling, and the Committee would see whether this worked.

CT

b) Electricity Contract

The Clerk reported that the contract had been switched to Bulb from 7th September 2019.

6. Public Participation

None.

7. Finance

a) Receipts, Payments, and Bank Reconciliation

There had been receipts of £344.00 and payments of £931.38 in August 2019. The earmarked reserve at 31.08.19 was £19,990.17. Invoices for regular hirers were now being produced quarterly in arrears, so there would be an increase in income for October.

b) Accounts for Payment

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

FlameSkill	Fire Extinguisher Servicing	£122.46
901 Marine Cadets	Fete Expenses	£26.38
	TOTAL	£148.84

8. Maintenance and Risk Assessment

a) Regular Maintenance

It was noted that a tile was coming off of the basin above the ladies toilet sink, the Clerk was asked to request Keith Jones to repair this.

Clerk

- b) Fire Door
It was **agreed** that this should be professionally inspected for fire risk assessment and insurance purposes. The Clerk was asked to arrange this. **Clerk**
- c) Decorating and Flooring
A quote to install the skirting boards had been received for £317.50, it was **agreed** to proceed with this and the installation of the flooring at a total cost of £2,145.50. Claire Thompson agreed to co-ordinate the contractors. **CT**
- d) General Improvements
- i. Shower Decommissioning
A price for this was being obtained this week. It was **agreed** to include removal of the two hand basins and reinstating water to the Belfast sink for the cleaner. The price was to include removal of the cubicles and making good. **EH**
 - ii. Replacement Chairs
It was **agreed** that the Committee would consider replacing the chairs in the spring. The Clerk was asked to send round a link with different styles of chairs, and that Claire and Elaine would look at other styles in other venues. It was suggested that funding might be available for this project. **Clerk**
 - iii. Blinds to replace Curtains
It was **agreed** that this would be considered in the spring, alongside the chairs.
 - iv. Replacement Janitorial Equipment and Supplies
The prices for new equipment and supplies were presented and purchases were **agreed**. It was **agreed** that the Hall would move to commercial cleaning supplies, but would use up the current stocks first. **Clerk**
9. **Events and Fundraising**
Claire Thompson reported that the Summer Fayre had been a great success and thanked everyone who had been involved. She noted that she was planning a Halloween disco in conjunction with the Cadets, with proceeds being split between the Hall and the Cadets. The Salvation Army collection would take place on 21st November from 6pm - 9pm, and a volunteer with a van had been recruited to take the collection to the distribution centre. The Christmas Fayre would be on Sunday 1st December. The above was **agreed** and noted.
10. **Ongoing Matters**
- a) Zumba Class Hire Fee
A request had been received from the Zumba hirer to review the increase of her hourly rate from £6 to £10. After discussion, it was felt that the pricing structure should be applied fairly and consistently, and that the £10/hour would apply, with a 10% discount if a c/o Winterton address was given.
11. **Date of next meeting:**
➤ Monday 14th October 2019, 10am, Village Hall

The meeting closed at 11.05am .

CHAIRMAN