

Dundry Village Hall
Meeting Minutes
Thursday 20.09.18

Attendees: Olivia Bowery, Dave Nevitt, Jane Pellowe, Ann Gleave, Gilly Hearn, Amanda Scott, Holger Laux, Kevin Smith.

<u>SUBJECT</u>	<u>ACTION BY/DATE?</u>
Olivia Bowery has sent apologies that she will be arriving late - Amanda to take minutes until then... Minutes from last meeting: proposed by DN & seconded by JP. New Administrator Role: DN welcomed Becca as our new Administrator. Becca has started the role and was handed over from Emma. Becca asked about the VH hire paperwork/agreement to clarify if this was necessary. DN has explained why it is important and why it is necessary VH agreement can be sent and signed electronically, or a picture can be taken and sent to Becca instead of scanning the document to the e-mail address. 19th-22nd October - Becca is away that weekend and there is a party on 21st that someone needs to cover. Holger may be able to cover and will confirm. Becca needs to send a snapshot of the diary to Gilly so that she knows when there are parties in the hall (for cleaning purposes) Truespeed: Documents have been signed and sent back (ref free broadband offer). DN said that the Preschool needs a phone (Ofsted requirement). JP was enquiring which company is better - Truespeed or BT contract for the	

phone. Need to clarify with the Preschool what is needed from their phone? Is it just for emergencies or are the Preschool using it for other calls? If Preschool wants cheaper calls, they can contact JP as BT offering a reduced rate for a 2 yr. contract.	
DADS: Equipment has been removed by DADS. The rest of the equipment left on the stage does not belong to DADS. The tables left on the stage will be placed in the recess area of the green room. DN contacted the school about their mats under the stage, but no one has got back to him. Discussion as to whether they should be chucked out? Or does the Preschool use them? Ann G would like more space under the stage for the WI. HL asked if the projector could be hung in the VH and the projector screen out on the wall somewhere so that this is not taken home after each PC meeting. Geoff will have a look at this. Quote? (shared between VH & PC?) DN suggested maybe popping a cabinet where the tables used to be for more storage space, but will need to be secured to the wall) 9/11 Clear out the attic – jumble sale costumes? If date appropriate (Olivia please check with GR)	
Radiator Leak: Radiator under the VH placard is leaking when heating is on. DN will contact gentleman who fixes the radiator.	
New Chairperson: DN introduced Kevin Smith as our new Chairman. DN has handed over to Kevin. 2 documents were typed up for handover. Dundry Village Hall work in progress and Dundry Village Hall maintenance summary. VHC welcomed Kevin.	
Bins:	

Bins were overflowing a few weeks ago. JP chased up with NSC and they cleared it all up. AS said that the recycling bins and its contents should be in the right order. Gilly suggested putting in different bins or different coloured bags that we could use in the kitchen. Gilly will look out for bins at Patterson's. Need to re-iterate to Becca that she needs to inform people that they have to take their rubbish away after any event at the VH.	
Accounts 2017/2018: All happy with accounts 2017/18 (finalised). DN proposed and seconded by AG.	
Airport grant: We are looking into claiming a grant from the community fund. Jane to check timescale in which we need to claim by and may need help with the application. Neighbouring border: Beech trees adjoining No 1 Crabtree seem to be taking well. DN suggested checking again in a couple of months and possibly replacing any that haven't taken. Fundraiser: Was to be held in Oct/Nov, but we have decided to defer to Jan/Feb instead. We will contact Lloyds Bank nearer the time to match our fundraising or donate £500. Date & theme to be decided at next meeting. Fire equipment test: Gilly has looked for the keys but they seem to have gone missing. They are on individual cable ties – DN to look into its whereabouts or ask Michael from Optimum to supply new. Gilly to hold a key. Curtains/blinds: Ann to price blinds for all small windows for hall, classroom and	

green room and curtains for hall patio doors. Jane & Ann to meet discuss fabrics etc further.

Caretaker:

Discussion regarding hourly rate. Dave suggested £10 per hr? Kevin's neighbour has shown an interest in this role. The role would be employable on an ad-hoc basis. Gutters to be cleared and carpark verges to be maintained – Kevin to follow up.

Newly seeded grassed area between hall and 1 Crabtree Close needs to be rolled at some point. Olivia to look into with CVFC.

AOB:

Neither doorbell works. Caretaker to look into.

Bank signatories – Kevin or Olivia to go into branch and arrange new signatories.

The committee would like to thank Emma for her hard work and commitment to the bookings clerk post over the last couple of years.