

## Wendlebury Village Hall Committee

**Minutes of the meeting held on Tuesday July 22<sup>nd</sup> 2008 at 8pm.**

**Present:** K Wilce, D Jones, P Cordy, R Brown, J Bebbington, S Nicholson, L Jones, Diana Broun (WI), Jackie Hucker (Youth Club & Parish Council).

**Absent:** S Thompson.

1. **Apologies:** None.
2. **Minutes:** The minutes of the meeting of 22<sup>nd</sup> April 2008 were read and agreed.

### **3. Matters Arising**

**Gate Spring** – This has been fitted by RB.

**Fire Risk Assessment** – The proposed date for completion is Saturday 9<sup>th</sup> August 2008. Carried forward. **KW/RB/DJ**

**Refuse Disposal** – The additional usage charge of £5 (Saturday users) and the issue of orange bags has been implemented.

**A laminated sign** is to be displayed in the kitchen area requesting that all empty glass bottles are taken to the bottle bank in the car park of the Red Lion Public House. Carried forward. **SN**

**Hall Electrical Inspection** – Carried forward. **SN**

**Heaters** – The faulty one has been repaired by DJ.

**Wendlebury Charities** – Frank Shouler has been contacted by SN with regard to obtaining the Playground Maintenance grant.

**Business Rates** - KW confirmed that relief has now been granted and zero rates are resumed.

4. **Treasurers Report**  
**As at 22 July 2008:**

Current Account	£5,274.34
Reserve Account	£5,155.80
Maintenance Account	£2,964.21
<b>Total</b>	<b>£13,394.35</b>

**Youth Club** has been paying a rental fee of £12 per session instead of the revised rate of £15. Justine Brown has agreed to pay the arrears. **SN**

5. **Bookings Officer**

Due to increased work commitments, Jack Smellie has resigned the position of Bookings Officer. The committee would like to express their thanks for all her time and hard work over the past year. KW has agreed, once again, to take over this role on a temporary basis. The committee has all agreed to consider and approach potential replacement candidates as a matter of priority. **ALL**

6. **Playground Safety Surfacing**

A quantity of bark chips has been ordered by KW (£300+VAT) in anticipation of our annual inspection. Delivery is expected within 2-3 weeks. The potential replacement with rubber matting is to be re-considered when the play equipment needs to be replaced.

**Monthly Inspection** – there are some gaps in the calendar and new volunteers are required. Regular users with young children to be approached. **LJ/DJ/PC**

7. **WI Request For Blackout** – It was agreed that 2 Roller Blackout Blinds will be sourced for the rear Fire Door to be erected on the next Maintenance Day. **KW**

8. **Kitchen Refurbishment** – progress remains slow, however, there are 2 quotes from architects which are similar on price. It was agreed that in order to accelerate this project, an immediate sub-committee be formed comprising of **KW/RB/DJ/SN** with additional support from **JB & PC** moving forward. **D Cannon** will continue in a project management role.

9. **Maintenance**

**Hall Re-Decoration** – it was agreed that no action would be taken until the kitchen re-furbishment. Meanwhile extra attention will be paid to the walls when cleaning the hall. **LJ**

**Ceiling Cover** – it was agreed that this requires immediate attention. Two quotes are to be obtained: one from Karl Kinsey by **SN**, and one from a Lighting Engineer via Yellow Pages by **KW**.

**Storage Shed** – this has been given preservative treatment, but it is felt that it requires painting with a high UVA resistant paint for longer term preservation. Volunteer party required. Bolts are also required to secure the double door. **KW/LJ/RB/DJ/SN/PC**

10. **Parish Council Proposal for Adult Keep Fit Equipment** – More information is required from Shirley Parker regarding space and responsibility for maintenance. **KW**

#### **11.A.O.B**

**Parish Council** – A request was made for an additional filing cabinet in the store room and this was agreed.

**Youth Club** – A request was made for additional storage facilities. It was agreed that Youth Club would replace their existing cages in the storeroom like for like, and it was agreed that they could also use some space within the outside storage shed.

#### **12.Date of Next Meeting:**

The next meeting will be held on **Tuesday 28<sup>th</sup> October 2008 at 8p.m.**

Meeting closed at 10.30pm.