Small Dole Village Hall Committee

AGM & Committee Meeting

16 February 2017

Minutes

Present: Jessica Sproxton Miller (Chair), Roy Woolven (Vice Chair),

Fran Barnard (Treasurer), Janet Daly (Secretary) and

Chris Warren

1. **Apologies for absence**

Apologies received from Pauline Beale and Leo Jago. It was decided that we should send a card to Pauline.

1. **Minutes of the last meeting**

The minutes of the previous meeting held on 29 September 2016 were approved.

**Matters arising**

**Annual Boiler Service** This has now been done. Fran has received the invoice and a copy of the Landlords Certificate has been displayed on the noticeboard in the hall.  
**Kitchen Redecorations** These are in hand (see item 8).

**Grant Application to Upper Beeding Parish Council** Our grant application to cover the cost of a new cooker and hob was approved and the money received.

**Information cards** for display in local shops etc have not yet been produced.

ACTION Fran and Janet to produce cards with the Hall details, website and contact numbers.

1. **Chair’s report**

Jessica reported her main concern currently is dwindling bookings (See Item 7). Issues with car parking are ongoing but a plan is in progress to address this (See Item 8). Cold in kitchen and toilet area is still an issue. We will keep this under review, but given our current level of income we cannot afford to install extra insulation at present. On a positive note, issues with lockers in the hall now seem to be resolved.

1. **Treasurer’s Report**

Fran tabled a summary financial statement to the end of December 2016 (copy attached). We currently have a reasonable balance in our accounts so there is no immediate concern but Fran will keep income versus expenditure under review. Fran has successfully transferred our electricity supply onto a cheaper fixed term tariff with our current supplier (EDF) but has been unable to transfer the gas supply to EDF (as agreed at the last meeting). British Gas have declined the request from EDF. Fran will continue to follow this up to find out what the problem is and hopefully get the transfer completed in the next few weeks. Once the supply is transferred it may be useful to have monthly meter readings for both electricity and gas as it should be possible to submit meter reading online and this will help us keep track of usage.

ACTION Fran to pursue transfer of gas supply and notify Jessica once this is done

1. **Website update**

The website is in place and a calendar will be created soon. Users of the hall can place an advert on the site. Janet will email users to let them know and ask them to email information to Jessica. Jessica is uploading the minutes of our meetings to the Website.

ACTION Janet to email hall users to ask if they would like to advertise on the Hall website

1. **Dwindling bookings**

We have lost some of our regular bookings over the past year and this Christmas there wasn’t much use of the hall by locals, which marks a change from previous years. This may be a chicken and egg problem, having to be offset against the exorbitant cost of decent advertising. There are a few more bookings for this coming term/few months but that has happened before and new groups don’t always last as they are unable to maintain sufficient attendance. The effect on revenue is that we only just have enough to cover running costs. It was discussed and agreed that we should prioritise cheap ways to advertise our availability.

1. **Update on car parking and kitchen refurbishment**

**Car Park** - A large, heavy chain has been purchased together with a new sign to hang on it. A further purchase of two heavy duty padlocks is necessary to complete the installation. Fran confirmed that we have sufficient monies to cover this cost which will be approximately £120. We will need to put up temporary signs to warn vehicle owners who are not legitimate users when the new chain will be installed. Once installed, getting into the car park will require unlocking the padlock to allow the chain to be moved. The padlock will be set with the same code as the door keysafe, to make things as simple as possible. Chris recommended that we consider applying something to the chain to make it visible in the dark and it was agreed that this would be considered once the chain is in place.

ACTION Jessica to purchase padlock to enable new chain to be installed. Once installation is complete consideration to be given to the visibility of the chain in the dark

**Kitchen** – Roy has made a start on painting and will complete this as and when he is able to. New blinds have been purchased and it was agreed that we should ask Will Bourne to fit them. Fran confirmed that there are funds available to cover this. Jessica has ordered the hob and cooker and these will be delivered Saturday 25 February. Jessica’s partner Phil is happy to install but this will take more than one weekend. Jessica will ensure that the kitchen is still usable during the installation.

ACTION Janet to contact Will Bourne to ask him to install the blinds

1. **AGM election of officers**

All current officers are willing to continue in post. Chris proposed the re-election of officers and this was seconded by Roy. Jessica seconded the re-election of Roy as Vice Chair.

1. **Any other business**

**Neighbourhood plans** Chris asked whether the Committee had been involved in discussion about the local neighbourhood plans. Jessica confirmed that Leo is in touch with the Henfield group. Jessica will contact Sean Tatum to find out about the Upper Beeding plan and ensure that the Hall is listed.

ACTION Jessica to contact Sean Tatum about the Upper Beeding neighbourhood plan.

**Advertising Banner** It was discussed and agreed that a banner to put on the railings outside the hall may be a cost effective means of advertising. The idea would be to put it out for a few weeks at a time rather than permanently.

ACTION Jessica to investigate costs of purchasing an advertising banner for the railings outside the hall.

**Representation at the Small Dole Summer Show** It was discussed and agreed that we should be represented at the Summer Show.

ACTION Janet to add this as an agenda item at the next meeting.

**Date of next meeting**

Thursday 8 June at 7.30 in the Village Hall