**Small Dole Village Hall Committee**

**Minutes of the Committee Meeting held on Thursday, 22 June 2017**

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

 Leo Jago and Chris Warren

1. **Apologies for absence**

Apologies received from Janet Daly (Secretary) & Pauline Beale

1. **Minutes of the last meeting**

The minutes of the previous meeting held on 16 February 2017 were approved

1. **Matters arising:**

**Actions carried forward:**

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

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

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

**Information Cards/Flyers** Fran’s daughter Alex has mocked up some samples. The meeting reviewed these and agreed the best layout and style.

ACTION Fran will send a final document to Jess to approve

**Gas Supply** This has now been transferred to EDF energy. Payment via direct debit will give us a small additional discount on our bills.

ACTION Fran to set up a direct debit for both Electricity and Gas.

**Website**

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

**Interactive Diary** The task to embed a diary on the website is still outstanding.

ACTION Fran to ask Alex if she thinks she might be able to do this. If not, Jess will ask Will if he can do it during the Summer.

**Kitchen Redecorations**

ACTION Roy & Leo will arrange to paint the window sills.

ACTION Jess will follow up with Ros regarding getting a quote for replacing the cupboards

1. **Chair’s report**

**Water leak**

A leak was discovered in the men’s toilet on the day of the May election. The cistern has been temporarily isolated and the toilet is out of use. To date it has not been possible to repair as the water supply to the premises cannot be isolated - we are currently waiting for Southern Water contractors to undertake works to locate the external stopcock.

It was discussed and agreed that Jess would contact a local plumber recommended by one of the committee, to see if they can either unfreeze the internal stopcock or locate the external one.

ACTION Jess will contact a local plumber

**General state of repair**

There are a number of minor maintenance issues/repairs needed. We need a mechanism for picking these up. It was discussed and agreed that we should compile a maintenance checklist and instigate a (monthly?) rota for the committee to check the state of the premises so that repairs can be followed up.

ACTION Jess will organise dates for a periodic maintenance check by committee members

ACTION Janet to produce a draft checklist

**Red chairs**

The Friday Art Club have asked that all but Penny’s 1 red chair be scrapped as they are heavy and get in the way. It was discussed and agreed that if we have surplus red chairs, Roy may be able to help with disposal. For the moment, the red chairs have been moved to the rear of the store area so that they are not in the way

ACTION Jess will check our Fire Certificate to check that the total number of chairs does not exceed our maximum occupancy restriction

**Parking**

We now have 2 padlocks and the chain for this, but it is less of a priority that the water leak, so once that is fixed we need to come up with notices and a published timescale for the chain and locks to be installed.

ACTION Jess will contact Janet & Fran with the planned date for installation

ACTION Fran & Janet will produce laminated warning signs to be displayed a couple of weeks prior to installation

**New users, Advertising & Fundraising**

Indigo are going to start using the hall from September, and we seem to have more bookings from Marcus and the pony club, plus a new wind band although this may be a one-off. Jess attended an AiRS Training evening in February at which there was relevant discussion about advertising. Following this Jess set up a Facebook page for the hall. Other actions we should follow up are talk to Henfield Village Hall about possible small bookings that could be moved our way and carry out fundraising activities to raise community awareness of the facilities.

ACTION Leo will check if our free advert is still in the Henfield Parish Magazine

ACTION Leo will speak to the Chair of the Henfield Village Hall committee to ask if they can pass smaller bookings that don’t fit their profile on to us?

A number of fundraising ideas were discussed. The committee agreed to plan an Open Day & Bluebell walk event for Saturday 21 & Sunday 22 April 2018 and to investigate other ideas as follows:

ACTION Jess to book the Hall on Saturday & Sunday 21 & 22 April 2018 for an Open Day & Bluebell Walk Event

ACTION Janet to speak to contacts at Tottington Woodlanders and Woods Mill (SWT) to see if they would be interested in a joint Bluebell walk event

ACTION Roy and/or Janet to ask Pauline if she would be willing to do another fundraising coffee morning with support from the committee.

ACTION Leo to speak to the Henfield Garden and Arts Committee to see if they would be interested in us hosting a satellite event in Small Dole

1. **Treasurer’s Report**

Fran provided an Income & Expenditure summary for the year to date - see appendix 1. Overall account balance is slightly down but this is due to a large expenditure on the new cooker and hob for which the grant income was received in the previous financial year. Given the modes increase in the number of user bookings there is no cause for concern at the current time. However, if we want to be able to undertake further improvements to the Hall we do need to continue to actively pursue interest in the Hall and supplement bookings income with fundraising activities and grant applications where appropriate.

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

Covered above

1. **AOB**

**S106 money from the Beeches Deveopment** Chris confirmed that at the time planning permission was approved it was requested by Sheila Matthews that although the development falls under Henfield Parish Council, a proportion of the S106 money should go to benefit the Small Dole Community.

ACTION Roy will follow this up with the Clerk to Henfield Parish Council, Kevin Wright

1. **Date of next meeting** Thursday 21 September 2017, 7.30 pm