**Small Dole Village Hall Committee**

**Minutes of the Committee Meeting held on Wednesday 10th January 2018**

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

 Fran Barnard (Treasurer), Janet Daly (Secretary), Leo Jago

1. **Apologies for absence**

Apologies received from Pauline Beale and Chris Warren

1. **Minutes of the last meeting**

The minutes of the previous meeting held on September 27th 2017 were approved

1. **Chairs Report**

2017 was quite a busy year in many ways and, eventually, we have achieved most of the things we set out to do.

In March, we took delivery of, and installed, a new cooker. This, along with the blinds that were eventually fitted and the repainting that has been done, have gone some way to making the kitchen more inhabitable. More can be done, and ideally we should aim to replace the cabinets.

The major issue this year has been a leak in the men’s loo, found in May. This was eventually fixed but the fixing was not easy, principally as the internal stopcock is unusable and the external one still has not been found, despite much conversation with, and many visits in the summer from, Southern Water. I am still following this up, but both of these issues highlight the need for more vigilant maintenance.

The advertising banner is now up though, having not been up for long, it may be a while before we have any idea of i’s impact, but it is large, clear, and should do the job.

Equally, there is now a calendar on the website. Although this has taken a long time to get set up, it does serve a number of functions, from highlighting to potential users when the hall might be free, to facilitating communication between booking secretary, treasurer and caretaker. Its impact is, like the banner, yet to be fully felt, as this was only done after Christmas.

The parking chain will be installed in the Spring. It will be a heavy chain, and padlocked with a code similar to that on the keysafe for the front door. Signs will be put up before this is done, to warn those people who use the parking when they should not.

Bookings have improved a little this year. Although we have lost a couple of regular users we have also gained a couple, interest from occasional users has been steady, and we have benefitted from the closure of the hall in Woodmancote.

Fundraising is a good way to get people involved with the hall, using it, and seeing its potential. We are always looking for ideas, and could spend more money on kitchen refurbishment and insulation.

1. **Treasurer’s Report.** Information at end of minutes.
2. **Matters arising:**

Banner advertising Hall has been put up.

**Flyers**. One to be put in Bus shelter in Henfield and Janet to see if Village shop need more.

**Direct debit** has been set up for Gas supply

Janet has emailed users regarding possible representation with no success.

Will has embedded the **interactive diary** on our website

**Kitchen Redecorations**

General improvements to continue when Roy and Leo have time.

Jess has not heard any further from Ros re cupboard replacement

**Water leak**

Southern Water are still investigating finding stopcocks.

**General state of repair**

A maintenance list has been drawn up which will be put in a suitable location and everyone will be informed. Once process is established Chris will be asked to do this on a monthly basis.

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

**Red chairs**

There is no specific information on Fire Certificate as to capacity of Hall. We agreed that we would stick to the number as per website.

**Parking**

It was agreed that the chain will be fitted come the better weather and longer days. Users to be advised that this is a trial and that we can be contacted should there be any problems

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

ACTION Leo will check if our free advert will still be in Henfield Parish Magazine as there has been an editorial change.

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?

ACTION Janet will talk to Tottington Woodlanders about the plan for an Open Day & Bluebell walk event for Saturday 21 & Sunday 22 April 2018:

Jess has booked the Hall on Saturday & Sunday 21 & 22 April 2018 Bluebell Walk Event.

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. **Appointment of Officers**

In the absence of any other candidates the officers were all reappointed.

Leo Jago was co opted on to the committee.

Janet will contact the new chairperson of the Small Dole Tuesday Club to see if she and/or her husband would be prepared to give up their time to serve on the committee

1. **AOB**

**Funding**

Sussex Community Foundation

Jess will follow this up to see if there is a possibility of funding.

1. **Date of next meeting**

Wednesday April 11th 2018