

Minutes of Tarsset Village Hall (TVH) Committee Meeting 7pm Weds 9th January 2019

Present: Malcolm Brodie (Chair), Sheila Brodie (Treas.), Shirley Colbeck-Smith, Sarah Hallberg (Sec.), Kate Hersey, John Holland, Hazel Ions, Lizzie Kathiravel

1. Apologies

None

2. Minutes of previous meeting

Minutes of meeting held on 12/12/18 (OM) were presented and accepted without alteration.

3. Matters arising

- Emergency Telephone: MB and SB had sourced an emergency phone and will programme it so it can only be used for emergency calls.
- Stage Doors: Tony has repaired the doors under the stage, so they now latch properly.
- Corkage – SH still to update rental agreement with a number of things. Ongoing.

4. Finance update

SB presented the latest financial position (copy report attached – see Appendix 1). The report was agreed unanimously.

5. Garden update

- It was decided at the last meeting that we would look into trialling two designated smoking areas (around the corner from the front door, next to the disabled access ramp, and the pergola in the garden). Ongoing.
- The committee needs to discuss the ideas for a full garden re-vamp when all members are present. It may be that we discuss this as a single-issue additional meeting. Ongoing.
- MB provided plans demonstrating the difference that potentially moving the garden fence back would make in terms of parking. All members agreed that this was a sensible idea. MB to obtain quotes for the work.
- MB had raised a query re. potential restrictions by funders with regard to changes to the TVH garden. SH had therefore contacted the Lottery Funders to ensure they have no issues with potentially moving the garden fence back or re-vamping the garden in other ways. They confirmed that they retained no interest in the garden and therefore all work could be carried out without issues at their end. SH asked if they needed to be kept informed about any changes and they confirmed that there was no requirement for us to do so.

6. General Management

- Hall Exterior: It is now four years since the hall re-painting was done and some areas of the external woodwork need to be replaced (most notably on the back wall and one of the boards above the disabled ramp). MB will talk to Martin and Tony re. repairs and re-painting where needed.

- Store Cupboard for PA Equipment: SH had contacted TCB. LK confirmed that TCB are happy to pay for the installation of the new cupboard area. LK will meet up with MB and SB to decide the best place to put the storage area.
- Fridge/Freezer: Despite installing a new thermostat, the fridge/freezer is still malfunctioning. It was decided to replace the broken fridge/freezer with an under-the-counter fridge with an integrated freezer compartment as the only time the freezer had been used was for storing ice for the bar. This would also allow us to install additional counter space above the fridge (similar to the way in which the counter top is arranged over the boiler) and would provide more space for washing-up and/or food preparation. HI thinks she may have some appropriate counter-top material at home and will check.
- Drip Lips for Windows: It was agreed that MB will talk to Tony about adding drip lips to the window frames before we look at re-painting them.

7. Bookings

Bookings are steady, with two new regular bookings: Pilates on Tuesdays in between the two yoga sessions, and Gym/personal training sessions on Wednesday evenings from 6pm – 7pm.

8. Bars

It was agreed that for future events taking place in the hall over the actual Christmas holidays (e.g. the Boxing Day Ceilidh), the hall will allow users to bring their own alcohol. Since no alcohol would be sold on the premises, no special events licence will be required to cover those events.

9. Events/Fundraisers

- Taste Tarsset 4: November/December is the best time for such an event, but we will decide on the date later. SH had spoken to JA and although JA is willing to help where possible, she would prefer that the Village Hall do the main organising for the event.
- Possible May Day event: This will be discussed at the next meeting.
- Highlights: Highlights programme: We have received marketing materials and these have been distributed to/by various people.
 - SH will send a Tarsset Mailing and will update the TVH facebook page. It was suggested that David Nixon at the Forum and Lucy Dunlop at the Queen's Hall would be good contacts. SH to contact them to see if they are willing to help publicise the event. She will also put a mention in the Village Notes in the Courant nearer the time.
 - It was agreed that we would sell Greek themed 'nibbles' on the night – specifics/prices/logistics will be decided at the next meeting.
 - SH will also contact the theatre company to confirm how many of them will be attending; to check their requirements for space in the hall; to check any dietary requirements; to give them information about places to stay in the area; to see if they would be willing to start at 8pm instead of 7.30pm (to allow for food and social time) and to see if they would be prepared to run a short Q&A session at the end of the evening.

- ‘Posh Tea’ for Di Overton: Tracey V has kindly said she will help organise the event and the family have said they would be happy to come along. HI to sort out a date which suits Tracey.

10. AOB

- Notice Boards: As agreed, SH had written to RW Sign & Design to cancel the order, since they had consistently failed to meet their contractual obligations and had failed to provide us with any notice boards which were fit for purpose. A copy of the letter has been circulated to all members of the committee. No response has yet been received. Once we have allowed sufficient time for a response, SH will write to all funders.
- David Watkins, on hearing about the situation regarding the notice boards, had generously offered to construct some appropriate new notice boards for the hall – for the cost of materials. MB to liaise with David.
- The round sink in the kitchen is draining very slowly. We do not know where the outlet pipe for this sink goes, so we may need to do some investigative work.
- Boiler: The boiler has been leaking very slowly and since it is nearly time for it to be serviced, SH will contact Westalls to arrange for a repair and service. MB will put together a crib sheet for the boiler to show all committee members what to check if the boiler overheats/cuts out.

11. Date and time of next meeting

7pm Weds 13th February 2019

Minutes prepared by Sarah Hallberg (Secretary) 12/1/19

APPENDIX 1 – TREASURER’S REPORT

**TARSET VILLAGE HALL
TREASURERS REPORT
9th January 2019**

Bank balances at	9/1/19	12/12/18	10/10/18	12/9/18
Bar	£ 433	£ 433	£ 415	£ 502
Cheque book account	£ 4,429	£ 4164	£ 5,559	£ 5,853
Treasurers Account	£ 5,009	£ 5009	£ 5,009	£ 5,008
Fixed interest account	<u>£10,000</u>	<u>£10,000</u>	<u>£10,000</u>	<u>£10,000</u>
	£19,861	£19,606	£20,983	£21,363

The above figures include the grants received £500 from 2050, £600 from Community Foundation and the contribution £400 from the Parish Council, £800 agreed by National Park for the new notice boards. Total £2300. Plus £170 donation made in 2017 Total £2470.

Further information will be discussed In Any Other Business.

FOR EVERYONES INFORMATION

2014		Cost
January	Oil Tank Moved	£ 576
March	New Windows/doors	£4,000
September	Inside cladding	£2,150
October	Guttering replaced	£ 650
October	Outside of the hall decorated	£ 700
2015		
March	Inside decorated	£1400
September	Roof painted	£1220
December	Oil Tank Checked	£ 114
December	Roof insulated	£ 360
2016		
September	Fridge/Freezer replaced	£ 265
September	Some outside boards replaced	£ 165
October	Roof ridge repair	£ 836
2017		
January	Floor re varnished	£ 650
April	Car Park work	£2120