

Minutes of Tarset Village Hall (TVH) Committee Meeting 7pm Weds 10th July 2019

Present: Sheila Brodie (Treas.), Shirley Colbeck-Smith, Sarah Hallberg (Sec.), Kate Hersey, Lizzie Kathiravel, Michael Nixon

1. Apologies

John Holland, Hazel Ions, David McCracken

2. Minutes of previous meeting

Minutes of OM held on 12/6/19 were presented and accepted without alteration.

3. Matters arising (not dealt with elsewhere on the agenda)

Michael Nixon was formally welcomed to the committee since he had been unable to attend the previous meeting.

4. Finance Update

- SB presented the financial position as at 10/7/19. The report was accepted unanimously. Copy attached (see Appendix 1)
- SB reported that the pull-cord alarm in the disabled loos had been installed by Russell

5. Garden update

- Hedging will be planted along the rear boundary: SH had investigated with Woodland Trust and they do packs of mixed hedgerow. There was a request for no Blackthorn in the mix. LK and SH will investigate further.
- Keith Robson had quoted a price of £350 + VAT for moving the fence. HI will need to confirm the dates and/or arrange, since she is organising the equipment that will be needed to move the pergola and therefore the timings of when the fence needs to be removed and replaced.
- LK will purchase topsoil and plants for the tubs.
- LK Continues to monitor the garden

6. General Management

- It was decided that the best way to record our general maintenance needs and identify faults/issues is to get a book and ask hirers to write down any issues they come across during the course of their hire. SH to source an appropriate book. Issues will also be added as an agenda item each month once the book is in use.
 - KH has agreed to instruct Linus re. any small jobs which need doing (LK will check the book regularly and let KH know of any general maintenance items for Linus and to let Sheila know of any electrical items for Russell (bearing in mind that Russell has a £65 call-out charge so we need to have enough work for him to do to justify the call-out charge)

- LK has agreed to co-ordinate and monitor the general upkeep of the garden
- Maureen McCracken has kindly purchased a replacement kettle after one of our two kettles stopped working. SH to send a thank you card on behalf of the committee.
- Grants – SH to continue going through the various potential funders, not just for the garden but for any future grants the hall might need. She aims to create a small 'directory' of potential funders who might consider an application from Village Halls.
- SH had researched the costs of registering the hall as a wedding venue and this led to some discussion. Due to the number of things to be discussed, it was decided that the idea of offering the hall as a wedding venue needed to be discussed in a separate meeting – date to be arranged in the future.

7. Bookings

- Films start back in September and hall is booked
- Two Tae Kwon Do sessions had taken place in the hall and it is likely that regular children's sessions will be run at the hall in future. Dates/times to be discussed.
- SH to contact Jeff Mills to check dates for the Leek Show, as we have not had confirmation from him re. dates or whether he wishes to book the hall.

8. Bars

- The bar for the private party on the 29th June had been hugely busy and bar takings were in excess of £800. Huge thanks to those who ran it.
- SH presented the bar bookings sheet

9. Events/Fundraisers

- 'Pointless' is still going ahead on 5th October
- Highlights: The next production will be 'Revelations' on 22nd November. All committee members will be running the bar.
- Promise Auction – in HI's absence, discussions to be delayed till next meeting.
- The Tarset Christmas Party – potential date awaiting confirmation (14th December?). JH and a small 'community committee' will be organising this event. TVH committee will run the bar for the event.
- Ann Bell – Ann had discussed with LK the possibility of displaying and selling a number of artworks at the hall. There would be no charge for this as Ann wanted to go ahead. SH to contact her and confirm.
- The possibility of running a Halloween BBQ was suggested. This will be discussed at the next meeting.

10.AOB

- JH will write an article for the next Tarsset newsletter re. the hall and its history. He will liaise with SB, who has already retrieved copies of the historic minutes with a view to compiling a timeline and history of the hall. JH will also liaise with SH re. other halls in Northumberland and the CAN/Northumberland Archives Village Hall history project. JH will write the article on his return from abroad.
- SH will continue to work on the Hall’s paperwork for Hallmark certification. This involves going through all the paperwork and making sure it is up to date with both current legislation and with the TVH governing document.
- SH had conducted the full annual Fire Risk Assessment and will soon conduct a premises risk assessment.

11. Date and time of next meeting

7pm Weds 11th September 2019

Minutes prepared by Sarah Hallberg (Secretary) 23/7/19

Signed as a true record:

Date:

APPENDIX 1 – TREASURER’S REPORT

**TARSET VILLAGE HALL
TREASURERS REPORT
11th July 2019**

Bank balances at	10/7/19	11/6/19	8/5/19	10/4/19
Bar	£ 204	£ 398	£ 398	£ 398
Cheque book account	£ 3518	£ 2981	£ 2840	£ 3509
Treasurers Account	£ 5010	£ 5010	£ 5009	£ 5,009
Fixed interest account *	<u>£10,000</u>	<u>£10,000</u>	<u>£10,000</u>	<u>£10,000</u>
	18732	£18,389	£18,247	£18,916
	July	June	May	April
Hires for the month	£325	£ 500	£ 274	£475
Bars for the month	£851	£ 21	£ 185	£278

Russell Walker has fitted the disabled pull and replaced dimmer switches for LED ones and replaced bulbs to match. Cost £258 paid

Linus has fitted new lock to the disabled door which can be opened from the outside, and also repaired the leak to the bar sinks. He has been asked to reseal the kitchen sinks. I am awaiting his bill.

Lizzie and Ben have spent a couple of hours weeding and spraying weeds at the hall.

Michael King has been given the go ahead to paint the hall
Labour costs £750 Paint appx £286

Keith Robson price for moving the fence £350 plus Vat

Shallbank
10/07/2019