

Cowfold Village Hall Management Committee

Minutes of Ordinary Meeting in the Pavilion on 25th February 2016
at 1930

Present

John Chamberlin (Chairman), Kay Blackwell (Treasurer), Gill Martin (Cowfold Parish Council), Joan Baterip (Bowls Club), Jenny Baldwin (St Peters Church), Barry Sowton (Bridge Club), Linda Sowton (Welcome Club), Val Pender (Horticultural Society), Pat Parsons (WI) and David Precious (Secretary and Cowfold Football Club).

Apologies / Absent

Debbie Miles (British Legion Women's Section), Steve Miles (British Legion Men's Section) and Kit White (Weald Community Church).

Election of Chairman

John was proposed by Jenny, seconded by Val and carried unanimously - John is therefore elected as Chairman.

Election of officers - this was as follows:

=> Treasurer - Kay was proposed by John and seconded by Barry.

=> Secretary - David was proposed by Gill and seconded by Linda.

=> Vice Chairman - Barry was proposed by David and seconded by Pat.

All were carried unanimously and thus confirmed in their positions. The Committee was re-elected en-bloc. There is a vacancy for one further elected member.

Note: Kay advised that henceforward the regular set of accounts will be sent electronically with pre meeting papers. This will avoid producing numerous hard copy sets for each meeting.

ACTION David to note

Minutes of Last Meeting (21st January 2016)

These were accepted as correct by all present and signed by the Chairman.

Matters Arising

A number of items were covered:

- ⇒ The website will go live very shortly and all members will be informed when it is available to view - initially it will be for information purposes only and on-line bookings will not be able to be made. **ACTION JOHN**
- ⇒ The Health Check Document (for the use of, and by, Village Halls) is receiving attention by John and Kay and members will only be informed if any action needs to be taken.
- ⇒ Agreement has been reached to install hand bars in the Ladies toilet - this will go some way to assist with a move to providing some measure of a disabled toilet. **ACTION JOHN**
- ⇒ The reading room chairs are still to be stencilled thus identifying them as for sole use in this room. **ACTION JOHN**
- ⇒ John reported that there is ongoing correspondence with The Environmental Health Agency regarding Food Hygiene - the Committee will be informed when there is something noteworthy to report. **ACTION JOHN**
- ⇒ John reported that the Asbestos Plan (covering both the Village Hall and the Pavilion) is being prepared.

Treasurer's Report

There were no main Accounts to discuss at this meeting but Kay reported the following:

- a) The bank signatories are still valid (John, Kay and Barry) - no action is needed.
- b) A new tenant has been found for the flat.
- c) The preparation of the Pavilion Accounts is in hand.
- d) The annual insurance cover has been renewed, albeit with a new company.

Village Hall Renovation Programme

This had been covered at the recent AGM - and a separate report has been included in the Minutes of that meeting.

Pavilion / Short Term Renovation

Again this had been fully covered in the AGM.

Pavilion / Long Term Renovation

Committee members were able to see the drawings of the new Pavilion and a number of helpful comments were made - these comments have been passed to the Parish Clerk and are recorded here in their entirety:

- There does not seem to be a doorway from the seating area (in the main hall) into the kitchen? The only access that we could see is by a lifting hatch in the bar area - not ideal. Have we missed something?
- From the plans we were not able to see if the floor area, in the new hall, is the same size as that at present? The seating area must not be any smaller as the Welcome Club, in particular, can be quite tight for floor space when everyone is sitting down for their lunch.
- We recalled that a comment was made (sometime in the past) that the refurbishment of the changing rooms, etc would be extended at the southern end to go as far as the present single brick wall that "hides" the public toilets - we are not sure if this is the case or not - it would give a few more inches (old money!!).
- Also, and not directly related to the plans but, general comments from the Committee, does the bar itself need to be quite so extensive? There is a feeling that it may be a while before a bar is regularly used - can it be scaled back - possibly making more floor space. This comment can link to (b) above.

In addition the Village Hall Committee is sensitive to revenue streams that will need to be generated when the new pavilion is up and running.

Any Other Business

John received approval to dispose of:

- a) One large wooden table
- b) Approximately 100 fold up chairs that are now surplus to requirements. John will also kindly do an inventory of the number of blue plastic ones that we have.

ACTION JOHN

The Meeting closed at 2030 with a Chairman's thanks to all.

Dates for Future Meetings (1900 in the Pavilion)

28th April, 14th July, 13th October and 19th January (2017)

23rd February 2017 (AGM)