

## Cowfold Village Hall Management Committee

Minutes of a Meeting in the Pavilion on 14th July 2016 at 1900

### **Present**

John Chamberlin (Chairman), Kay Blackwell (Treasurer), Gill Martin (Cowfold Parish Council), Barry Sowton (Bridge Club), Linda Sowton (Welcome Club), Eileen Precious (Horticultural Society), Joan Baterip (Bowls Club), Jenny Baldwin (Elected Member), Dawn Jelley (St Peters Church), 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 Julie De Jager (Weald Community Church).

### **Membership**

The Chairman formally welcomed new Committee members and thanked their predecessors for their past contributions.

### **Minutes of Last Meeting (25th April 2016)**

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

### **Matters Arising**

A number of items were covered:

- ⇒ Whilst we are pleased that there is now a Village Hall website, unfortunately this is not easy to access - John will discuss this with Neil Williams and report back to the Committee. **ACTION JOHN**
- ⇒ The new ladies' toilet does not easily flush. **ACTION JOHN**
- ⇒ Again it was mentioned that the new rolling stage trolleys are excellent.
- ⇒ John advised that we had heard from Julie (an apology for the Meeting) on two matters: a) On the occasion of a recent Weald Church service the kitchen sinks were not flowing properly but a plumber was present who was able to rectify the

problem and b) there is a concern regarding the ladders under the stage where they have slipped forward potentially causing harm. A solution exists whereby they can be bolted in - the Weald Church are happy to do this minor adjustment subject to approval of the Committee - this is forthcoming and David is instructed to thank Julie and her colleagues for taking these actions. **ACTION DAVID**

### **Treasurer's Report**

Prior to the meeting, Kay had electronically sent to us three sets of Accounts for the period ended 30<sup>th</sup> June 2016. There was nothing untoward to report. Kay did mention that once we have completed the forthcoming planned (major) expenditure on the kitchen, then she will give consideration to some of the Reserve Funds being transferred to a Savings Bond - this will not take place for some time and the Committee will be kept informed of the position.

The Committee thanked Kay for the Accounts which, as usual, are in a friendly, easy to understand format.

### **Correspondence**

John reported that the Annual Report has been submitted to the Charity Commission.

### **Village Hall Renovation Programme**

- a) John reported that planning continues on the stage curtaining and, hopefully before too long, work will commence on the agreed curtain replacement programme.
- b) The prime focus of attention is now providing replacement storage capacity (for all regular users / hirers of the Hall) and John has identified suitable modular units which can be fitted / located on the back of the stage. It is thought that five of these units will be required at a total cost of £2780 - this expenditure was approved by the Committee with thanks to John for investigating this matter. John continued by advising that once fitted (and identified for individual hirers use) then all the cupboards in the alleyways can be removed. The next phase after that will be the kitchen modernisation programme. **ACTION JOHN**

### **Pavilion / Short Term Renovation**

David, on behalf of the Football Club, reported that the following repairs have kindly been undertaken by Neil Ansell:

- a) Some small repairs to cladding of pavilion and decorate with wood stain on the field side of building
- b) Also repairs to gutters and down pipes
- c) The overhaul of the main entrance doors to improve performance

Neil is still to investigate the outflow of the sink waste from the kitchen to improve the flow.

The Committee agreed that the repairs carried out by Neil are a great improvement and David was requested to formally thank Neil for his efforts. **ACTION DAVID**

### **Pavilion / Long Term Renovation**

Gill / Eileen and David (collectively on behalf of the Parish Council and the Pavilion Renovation Committee) reported on the current position as follows:

- a) Planning approval has been received from Horsham District Council.
- b) Building regulations are now being applied for.
- c) Thereafter Construction drawings and a Building specification will be prepared with the intention of seeking and identifying Contractors in the autumn.
- d) Ideally, building work will commence in March 2017 (informatively, the Football Club have told all the relevant Leagues that it may not be possible to host Cowfold home fixtures after this date).
- e) Most importantly, a consultation exercise has been completed throughout the Village with the distribution of a letter (from the Parish Council) to every house and, in addition there was a stand at the recent Festival Day where villagers were able to see the Plans and to raise questions regarding the current situation. With very few exceptions there has been a most positive response and no major objections have been identified.

In summary therefore, all is proceeding well. We will shortly be at the stage whereby consideration will need to be given to new interior fittings and equipment - also a plan will need to be drafted as to the process to be followed prior to closure of the old Pavilion and appropriate transition arrangements during the construction phase. The

current customer base must be kept fully informed. (thanks were expressed here to the Welcome Club for their recent flexibility in utilising the Old Smithy).

There are three Village bodies with different responsibilities for the Pavilion, namely the Parish Council, the Village Hall Committee and the Renovation Committee - close liaison will need to be maintained - possibly emanating from the Parish Council.

**ACTION DAVID - to initially raise this matter with the Parish Clerk**

### **Any Other Business**

Dawn raised an observation about the difficulty in communicating with different organisations in the village - as an example when planning functions to avoid date clashes, duplication of effort, etc. - is there any way of improving village communications? Possibly a matter for us all to think about with ideas being brought forward at our next Meeting.

The Meeting closed at 1950 with the Chairman's thanks to all.

### **Dates of the next Meetings (1900 in the Pavilion)**

13th October, 19th January 2017 and 23rd February 2017 - AGM

JDP