

## Cowfold Village Hall Management Committee

Minutes of a Meeting in the Pavilion on 13th October 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).

### **Minutes of Last Meeting (14th July 2016)**

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

### **Matters Arising**

A few items were covered:

- ⇒ The new Village Hall website is still not yet "publicly available" but is now moving up the rankings (for public access) - hopefully this might be achieved by Christmas: John and Neil Williams are monitoring the position for us. **ACTION JOHN**
- ⇒ The new ladies' toilet still does not easily flush - John explained it is not the customary syphon system and needs careful handling - a notice to this effect is on the toilet itself but in view of ongoing difficulties John will arrange for it to be looked at by a plumber. **ACTION JOHN**
- ⇒ John advised that the outlet drains in both the Village Hall and the Pavilion kitchens are still not properly clearing and, again, he will arrange for a plumber to look at them both. **ACTION JOHN**
- ⇒ Finally, John confirmed that attention is being given to removing the old curtains from the stage.

### **Treasurer's Report**

As customary, Kay, had electronically sent to us three sets of Accounts for the period ended 30th September 2016. Kay reported:

- a) There has been a small overall profit for the quarter

- b) Timing of payment by hirers can impact on each set of quarterly figures
- c) Usage by hirers is fairly constant
- d) The major maintenance cost for the quarter was the new stage cupboards (favourably reported on) - there are two vacant cupboards.
- e) Historically it has been the practice for hirers to pay for cupboard storage although some imbalance in the scale of charges seems to have crept in over past years - it was felt this should now be a good time (with new cupboards) to standardise on storage hire. After a useful discussion the following was unanimously agreed - effective from the next invoicing date:
  - ⇒ Bottom cupboards £5 per month
  - ⇒ Top cupboards £4 pm
  - ⇒ End of Hall cupboards £7 pm
  - ⇒ Women's Institute cupboard £5 pm
  - ⇒ Weald Community Church storage £7 pm
  - ⇒ Trolley storage £5 pm (which may increase)
  - ⇒ Reading Room storage £2 pm

**NOTE:**

- i) All users are reminded that the aim of providing storage is to discourage "waste" storage
- ii) John and Kay thanked everyone for their constructive input into the new scale of charges
- iii) The Committee thanked Kay for the Accounts which, as usual, are in a friendly, easy to understand format. **ACTION KAY - for invoicing**

**Correspondence**

A few items were covered:

- Message from Gill on two matters raised by the Clerk of the Parish Council:
  - ⇒ What is the procedure to ensure, when making a booking (for either the Village Hall or the Pavilion), that all is prepared for the booking ie tables and chairs being in place? It was explained that, for regular hirers, the requirement is always known and correct preparation takes place - for non-regular bookings then the "Notes" section in the Diary should be used to explain the hirers'

needs. It was also confirmed that 30 chairs and 10 tables are specifically allocated to the Reading Room and should remain there.

⇒ The Clerk had requested an historical financial breakdown split between the Pavilion and the Village Hall - this had kindly been prepared by Kay and covered the past seven years. It was in an easy to follow format showing Income / Expenditure with the consequent Surplus or Deficit - the overall outcome was broadly a break-even position.

Kay / John continued by suggesting that it might be appropriate for a donation of £5k to be made from Village Hall funds to the new Community Centre to assist with a specific need (furniture / fittings / etc) - this was voted on by the Committee and approved.

Gill thanked Kay for producing the figures which will, of necessity, be reported back to the Parish Council. **ACTION GILL**

- Dawn had written to the Committee regarding Village (mainly fund raising) functions clashing with each other - at present there is little overall liaison when arranging local events. Dawn kindly volunteered, using the Village Hall Committee as the forum, to send a monthly message to all main organisations to try and avoid future clashes - thanks were expressed to Dawn and this will be reviewed at our next meeting. **ACTION DAWN**

- Kay advised that she had received a request from the Horticultural Society enquiring that if the Pavilion is unavailable next summer (due to being rebuilt) can a booking be made in the Village Hall at the same price as presently applies to the Pavilion? Whilst time scales of the Pavilion are still uncertain, the Committee agreed that it is inappropriate for identical prices to apply between the two buildings. **ACTION KAY - to advise the Horticultural Society**

- Kay and Gill advised that a late correspondence item had just been received - this again relates to Hall bookings and is in three parts:
  - ⇒ "How to ensure that the Hall is open on time?" This question has come about due to a recent unfortunate occasion when a previous Hall user had inadvertently dropped the lock on leaving and hence the Hall could not be entered by the next hirer. Agreed that this was a one off situation and a most unusual occurrence.
  - ⇒ "The possibility of a key box or other method for regular users to gain access to the Hall?" This is not considered possible for two main reasons a) Insurance Company restrictions and b) general security of the building.

⇒ "Any potential improvements in the booking system?" This has been discussed and investigated in the past and it is hoped that, on a trial basis, once the new Community Centre is opened then a pilot scheme can be trialled.

Kay and Gill were grateful for the helpful discussion.

### **Village Hall Renovation Programme**

John reported as follows:

- a) All is complete with the cupboard replacement programme - covered earlier in this note.
- b) Attention is now being given to sorting out the stage curtains - Sadlers Blinds are looking to see what might be possible with curtain railings.
- c) The next phase will be the kitchen modernisation programme which will commence after Christmas and be discussed at our January meeting. **ACTION JOHN**

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

We are slightly in limbo at present and awaiting an update status report from the Project Manager. John advised that he has been requested to arrange for an under floor examination to take place to look at the present foundations - this will happen quite soon. David also stated that he has written to the Parish Clerk seeking clarification as to the long term management of the new building - a response is awaited.

As soon as information is received the Committee will be informed. **ACTION DAVID**

### **Any Other Business**

Joan, on behalf of the Bowls Club, apologised for once again raising the matter of floor cleanliness - this has a negative impact on the floor mats. John will discuss the matter with the earlier hirer. **ACTION JOHN**

The Meeting closed at 2050 with the Chairman's thanks to all.

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

19th January 2017 and 2nd March 2017 (not 23rd February 2017) - AGM

JDP