

## Cowfold Village Hall Management Committee

Minutes of a Meeting in the Pavilion on 19th January 2017 at 1900

### **Present**

John Chamberlin (Chairman), Kay Blackwell (Treasurer), Linda Sowton (Welcome Club), Eileen Precious (Horticultural Society), Joan Baterip (Bowls Club), Jenny Baldwin (Elected Member), Dawn Jelley (St Peters Church), Pat Parsons (WI), Debbie Miles (British Legion Women's Section), Steve Miles (British Legion Men's Section) and David Precious (Secretary and Cowfold Football Club).

### **Apologies / Absent**

Gill Martin (Cowfold Parish Council), Barry Sowton (Bridge Club) and Julie De Jager (Weald Community Church).

### **Minutes of Last Meeting (13th October 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 now live and available for the public to view. We are all encouraged to look at this and become familiar with it.
- ⇒ John reported that the flushing system in the new ladies' toilet is now in good working order.
- ⇒ John confirmed that the outlet drains in both the Village Hall and the Pavilion have been repaired and are now functioning properly.
- ⇒ It was also confirmed that no further comments have been made regarding cleanliness of the Hall - it is therefore assumed that all is in order.
- ⇒ Dawn confirmed that the Village Diary (in a slightly new format) appears to be working well and is now on the website - Dawn will include all regular Hall and Pavilion bookings to the Diary thus maintaining it "in class".

The meeting thanked John and Dawn for giving these matters their attention.

## **Treasurer's Report**

As customary, Kay had electronically sent us three sets of Accounts for the period ended 31st December 2016. Kay reported:

- a) The overall quarterly position is satisfactory.
- b) Separated out costs for the Pavilion will be shown in the annual figures - ready for the forthcoming AGM meeting.
- c) Quarterly expenditure is slightly higher than normal but, on this occasion, includes servicing of fire alarm and extinguisher, a new key board, plumber's costs and half of the curtain's costs have been paid.

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

## **Correspondence**

No items had been received.

## **Village Hall Renovation Programme**

John reported as follows:

- a) Progress regarding the fitting of the new rails for the stage curtains has not been entirely satisfactory - John is optimistic that the problems can be resolved with the suppliers.
- b) As earlier advised, the next phase will be the modernisation of the kitchen and John has received a first outline plan from Mid Sussex Kitchens with an estimated, all in, cost of £25k. John emphasised that is the first draft plan which will require detailed consideration but, in general terms, appears to meet all our main objectives. John also confirmed that the main kitchen users will be fully consulted especially about fitting of new cookers and other equipment. At this time, it is not possible to give any timing for the work - more news will be forthcoming at the next (early March) meeting. It is also the intention to have the kitchen work completed before the Pavilion is closed. **ACTION JOHN**

## **Pavilion / Long Term Renovation**

David gave an update status as follows:

- a) The Pavilion Renovation Committee will be meeting on 25th January when it is hoped to "sign off" the plans.
- b) Three builders have agreed to submit tenders for the work - these tenders will be required to be submitted in early March - informatively the three builders are, Fowlers of Cowfold, Colstock of Ditchling and Keith George of Warnham.
- c) It is planned that work will start in April with a completion date of end September.

The Committee will continue to be informed of the situation especially about the closing of the Pavilion - time must be allowed for users to remove any equipment, sports gear, furniture etc.

David also stated that a response is still awaited from the Parish Clerk seeking clarification as to how and who will be responsible for the long-term management of the new building. A follow up enquiry will be sent.

**ACTION DAVID**

### **Any Other Business**

Joan, on behalf of the Bowls Club, raised two items:

- i. Two ceiling fluorescent strip lights in the Hall need replacing - John will see that this is quickly done **ACTION JOHN**
- ii. Can double sided Velcro strip labels be fitted to the new storage cabinets? This was agreed.

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

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

2nd March 2017 - 1900 - AGM

2nd March 2017 - 1930 - Ordinary Meeting

Other meeting dates will be advised at the AGM

JDP