

Cowfold Village Hall Management Committee

Minutes of a Meeting in the Village Hall on 2nd March 2017 at 1930

Present

John Chamberlin (Chairman), Kay Blackwell (Treasurer), Jenny Baldwin (Elected Member), Barry Sowton (Bridge Club), Linda Sowton (Welcome Club), Eileen Precious (Horticultural Society), Pat Parsons (WI) and David Precious (Secretary and Cowfold Football Club).

Apologies / Absent

Gill Martin (Cowfold Parish Council), Joan Baterip (Bowls Club), Debbie Miles (British Legion Women's Section), Steve Miles (British Legion Men's Section), Dawn Jelley (St Peters Church) and Julie De Jager (Weald Community Church).

Minutes of Last Meeting (19th January 2017)

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

Matters Arising

A few items were covered:

- John is aware that two fluorescent ceiling lights (in the Hall) are not working - it is becoming increasingly difficult to source these older style lights and perhaps now is the time to consider replacement by newer LED style lights although these can be too bright - access is also a problem due to the very high ceiling. After a discussion, with useful input from members, the following was agreed:
 - ⇒ The lower faulty light will be replaced, on a trial basis, by a LED light
 - ⇒ Barry has a tower platform which he is willing to lend, when needed, and members approved the purchase of a set of wheels to be affixed to the tower thereby giving safe and steady access to the ceiling.

ACTION JOHN

Thanks, were given to Barry and John.

- The Committee were pleased to receive a message from the Bowls Club confirming all is well with the cleanliness of the floor.

Treasurer's Report

The latest set of Accounts (covering the 2016 calendar year) had been earlier discussed at the AGM so no further review was necessary - however, one important

item was reported. Kay advised, with regret, that due to family and work commitments, she is resigning from her post but is giving the Committee twelve months' notice to find a replacement Treasurer. The Committee, whilst saddened at the news, fully understand Kay's position - a difficult act to follow.

Future options were considered, with Kay leading the discussion, and possibilities are:

- Seek a new Treasurer - possibly by the Village Facebook site
- Contracting out the payroll - at a monthly fee
- Considering (again) electronic invoicing for hirers (Kay advised that invoicing is the most time demanding aspect of the position), although there has been earlier resistance from some users to this proposal
- Removing the booking function from the Treasurers' role
- Investigate how other Village Halls manage this task

With a view to looking at all possibilities, Eileen and David indicated they would give this matter further consideration and, also if she is agreeable, seek input and advice from Gill. This small group will report back to the Committee as soon as possible.

ACTION: DAVID and EILEEN

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 continues slowly - John hopes that completion is not too far away.
- b) The next phase is the modernisation of the kitchen and the committee approved John's recommendation to the selected supplier / fitter (Mid Sussex Kitchens). Work is expected to commence at the end of May and will last about five weeks - during this time the kitchen will be out of service. There will be no normal stage access for two weeks although the temporary front steps can be used. Agreed that an industrial dishwasher will be fitted. Thanks, were expressed to John for leading this project.

Pavilion / Long Term Renovation

There was no further news to report since the last meeting except to say that it has been agreed that the heating system will be oil fired.

Any Other Business

John reported that he recently attended a PAT testing course and is now certificated and is thus able to undertake the necessary checks for the Village Hall and Pavilion. Members agreed that John should be reimbursed for the cost of the PAT kit. Thanks to John

The Meeting closed at 2025 with the Chairman's thanks to all.

Dates of the next Meetings (1900 in the Pavilion)

25th May 2017

13th July

12th October

18th January 2018

1st March 2018 (AGM)

JDP - March 2017