

Cowfold Village Hall Management Committee

Minutes of Meeting

Held in the Village Hall on Thursday 18th January 2018 at 1900

Present

John Chamberlin (Chairman), Kay Blackwell (Treasurer), Eileen Precious (Parish Council & Horticultural Society), Joan Baterip (Bowls Club), Dawn Jelley (St Peters Church), Linda Sowton (Welcome Club), Jenny Baldwin (Elected Member), Pat Parsons (WI), Julie De Jager (Weald Community Church), and David Precious (Secretary and Cowfold Football Club).

Also, in attendance: Geoff Case

Apologies / Absent

Barry Sowton (Bridge Club), Debbie Miles (British Legion Women's Section) and Steve Miles (British Legion Men's Section).

Welcome and Membership

John welcomed all members and reported that due to the resignation of Gill Martin from the Parish Council, Eileen will, in future, represent both the Parish Council and the Horticultural Society). Julie also confirmed that she will continue as the permanent member representing the Weald Community Church.

Welcome to Geoff Case who has volunteered to take over the role of Treasurer from Kay at the AGM on 1st March. This was agreed by all.

Minutes of last Meeting (held on 12th October 2017)

Agreed and signed as correct by the Chairman.

Matters Arising

- a) Mo's Kitchen - in recognition of the "new" kitchen, a clock and plaque dedicated to the memory of Mrs Maureen (Mo) Belton has been installed - all agreed that this was a fitting tribute.
- b) Agreed that we will not pursue the possibility of the Village Hall charity becoming a corporate body.

- c) Apparently the Cowfold Volunteer Group is presently "on hold" and is thus not, at present, an option for any routine cleaning work we might be thinking of doing (see later in this Minute).

Treasurer's Report

Kay had sent us, electronically, the customary detailed Statement of Accounts for the three-month period to end December 2017. These were accompanied by explanatory notes with the key points being:

- a) The healthy income that we received in the quarter is a direct reflection of being up to date with receipts of income from hirers.
- b) Overall expenditure includes the £5k donation towards the (newly named) Allmond Centre.
- c) The transfer of responsibilities between Kay and Geoff is progressing well and Geoff has started taking over invoicing - all is positive. Geoff will not be taking on the payroll responsibility; thus, Kay will complete until the end of the current tax year - thereafter John and Kay will investigate an accounting firm being appointed for this function.

ACTION: JOHN & KAY

- d) Kay advised that henceforward all (former) Pavilion charges will now be the responsibility of the Parish Council - Eileen will double check that the final water reading has been agreed with Fowlers with no charges accruing to the Village Hall.

ACTION: EILEEN

Overall, and with the phasing of Accounts from Kay to Geoff, all is in a satisfactory order. John, on behalf of the Committee thanked both Kay and Geoff for their efforts.

Position of Auditor

A new auditor is required - a suggestion was made that possibly Gill Martin may be willing to undertake this role - John will make the necessary approach.

ACTION: JOHN

Correspondence

There was none to discuss.

Village Hall Renovation Programme

There are still areas for improvement but before discussing these, Kay and John reminded us that in recent years attention has been given to the following areas of refurbishment / improvements and modernisation:

- Gents toilets / under stage rollers / replacement of Club cupboards / Reading Room / stage curtaining / total new kitchen with LEC lighting / new oil tanks / external work

With a building of this age, maintenance is always on going with a need to balance availability of funds / volunteer's time for drawing plans / etc and the agreed work itself. At this time, the following outline work list was proposed:

- Stage steps passageway painting and decorating
- Passageway glass ceiling panels for modernisation
- Passageway electrical cabling to be boxed off and ceiling / walls decorated
- All passageway lighting to be improved
- All passageway painting to be redone (white)
- Some refurbishment of ladies' toilets
- Additional electrical wall sockets in Main Hall and tube lighting to be increased / improved
- Note - the general meeting consensus was that it is not worth spending a lot of money on removing the wooden stain of the passageway walls.
- Finally - it was proposed that a working party, drawn from the Committee plus other press-ganged volunteers, might undertake spring cleaning of the Reading Room - possibly even in the spring!

John will now review this list and prioritise with a view to a suggested work programme / budget being ready for discussion at the next meeting.

ACTION: JOHN

The Allmond Centre (formerly known as the Pavilion)

John advised that the Village Hall Committee is no longer responsible for the new building but John is a member of the newly formed Allmond Centre Management Committee which has Eileen Precious as the Chairperson - there will thus still be a close relationship between the two facilities. It is agreed there will be mutual benefit to both the Village Hall and the Allmond Centre through a sharing of best practice and ensuring there is no conflict of interest between these two village amenities.

ACTION: JOHN and EILEEN

Eileen reported on the status of the Allmond Centre as follows:

- a) Subject to no unexpected delays the Centre will be completed by the end of February.
- b) Bookings, which will have an electronic option, will be taken from 1st April,
- c) The official opening date is Saturday 12th May.

Any Other Business

- a) Julie requested that the long ladders be removed from under the stage as it is felt there is a potential risk to small children. **ACTION: JOHN**
- b) The outside light does not always come on - needs investigation. **ACTION: JOHN**
- c) Julie enquired whether there was any news of a potential Youth Club being formed for village youngsters. This is a Parish Council matter (not our Committee).

The Meeting Closed at 2010, with everyone being thanked for their attendance. The next meeting of the Committee is the AGM on Thursday 1st March 2018, again in the Main Hall of the Village Hall at 1900.

JDP January 2018