

## Cowfold Village Hall Management Committee

### Minutes of Ordinary Meeting in the Village Hall on 1st April 2019 at 1900

#### **Present**

Jason Bailey (Chairman), Barry Sowton (Bridge Club), Linda Sowton (Welcome Club), Geoff Case (Treasurer and British Legion Men's Section), Marie Hall (Horticultural Society), Jenny Baldwin (Elected Member), Pat Parsons (WI), Beryl Palmer (Bowls Club), Becky Francis (Weald Community Church), Debbie Miles (British Legion Women's Section) and David Precious (Secretary and Cowfold Football Club).

#### **Apologies / Absent**

Chris Collins (Parish Council) and a representative from (St Peters Church),

#### **Welcome and confirmation of Committee**

Jason, in his first role of Chairman, welcomed us all with a special greeting to Beryl and Marie. We are hopeful, in due course, that a representative from St Peter's Church will also join us.

**ACTION: DAVID**

#### **Minutes of last Meetings (held on 4th February and 5th March 2019)**

Approved by all as correct and signed by the Chairman.

#### **Matters Arising - Caretaking**

- a) Jason will attempt to replace the faulty high neon lights this week - in addition the round ceiling lights will also be renewed.
- b) Agreed to purchase a new cooker for the flat.
- c) Reported that the three fire extinguishers were put to effective use when, recently, a motor cycle burst into flames, (fortuitously) in a layby outside the Hall. The organisers of the Rally have offered to re-imburse us the cost of re-filling (now all done and tested) - Geoff will invoice as appropriate.
- d) It was reported that general Hall cleanliness was not always up to standard - on occasions caused by previous users - agreed to issue a general note / bulletin to all reminding of responsibilities for use.

Also stated that, on occasions, there is no washing up liquid and toilet soap dispensers are sometimes empty. **ACTION: JASON / GEOFF / DAVID**

### **Matters Arising - General**

- a) Jason advised that the Village Hall website is being updated to reflect the recent change of Chairman and new contact details - following on from this it was wondered if the Committee will be agreeable to consider moving forward to "modernise" the website to include an on-line booking system which, in turn, will produce computerised invoicing. It is appreciated some users may be hesitant if they are not IT familiar, but it was emphasised that help/guidance will always be available - the majority of the Committee fully backed this potential way ahead. All present were requested to discuss with their Clubs and if no objections are received then this will be developed. **ACTION: ALL**
- b) Just prior to the meeting Becky brought to our attention that it is reported that Partridge Green Village Hall may be replacing some of their Hall seats (with newer ones) and, in turn, these older ones might be available to another user. As is known, some of our present seats are getting old and are not the easiest to move / stack so replacements are a possibility - Becky, on behalf of the Committee, will kindly investigate and report back. **ACTION: BECKY**

### **Treasurer's Report**

Geoff advised:

- The audit for the 2018 years accounts has been signed off and will shortly be sent to the Charity Commissioners.
- The next set of accounts for the Committee to see will be the period January - March 2019 - for our next Meeting.
- In line with recent legislation, Russell (our Caretaker), has received a wage increase.
- The Committee's contributions had almost covered the full cost of the donations to John and Kay - thanks were expressed to Geoff for arranging such a successful farewell.
- Finally, Geoff advised that he is arranging for a water meter to be installed - the current (non-metered) water bill is about £1000 per annum - considered to be excessive (even when taking into account water for village hanging baskets).

**ACTION: GEOFF**

Geoff was thanked very much for his efforts.

## Correspondence

- a) Jason reported the annual invoice for membership of "Action in Rural Sussex" had been received (£144) - after discussion it was agreed that we will not renew.  
**ACTION: JASON**
- b) Not unexpectedly, an email has been received from West Sussex County Council advising that they are vacating the small office in the Village Hall - this will have a financial downside on our income and thus two actions will be taken by us: 1) to negotiate the best possible termination rent and 2) when details are known on timing we will quickly try to find a new (commercial) hirer.  
**ACTION: JASON / GEOFF**

## Village Hall Building Work

This currently includes:

### A) Renovation Programme /

The Committee have previously agreed to three linked (2019) renovation actions:

- a) Strip lighting to be fitted in the ground floor passageway
- b) Decorating the complete passageway
- c) Modernisation of Ladies Toilet

Preparatory work has already been undertaken by John and thus Jason will liaise with him and give us an update report (including budget options) for our next (mid-year) meeting.  
**ACTION: JASON.**

### B) Water inlet system

This is a continuation of problems experienced over the winter and as John is familiar with what needs to be undertaken, he has kindly agreed to continue / finalise the work.

### C) Central heating / boiler

Jason advised that there is a fault with the boiler and oil consumption is far too high as it has been necessary, on occasions, to run the boiler almost continuously.

Jason is seeking a commercial engineer to arrange repairs. **ACTION: JASON**

## Any Other Business

Beryl, on behalf of the Bowls Club, reported on a number of small issues that have collectively hindered the smooth running of the Club - these related to poor chair stacking by previous Hall users, a slightly damaged floor side area and unwanted items causing an obstruction and the like. These were inspected after the meeting and are being attended to in short time - thanks to Jason.

**The Meeting closed at 2000** with the Chairman's thanks to all - a most positive and well supported meeting.

**Date of Next Meeting - Monday 1st July at 1900.** Jason pointed out that on occasions, due to work commitments, he might not be able to attend each forward planned Meeting - Barry, as Vice- Chairman will be on stand-by!

JDP April 2019