

**MINUTES OF**  
**HOTHFIELD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**  
**WEDNESDAY 5<sup>TH</sup> JANUARY 2011**

**1. Present:** Tina Marden (Chairman), Anita Bramfitt, John Collins, Sharon (Booking Clerk), Rose Harris, Shirley Horn (Secretary), Peter Howard, John Nicholls, Graham Parker, Chris Rogers (Treasurer)

**2. Absent/Apologies:** Paula Chapman, Kay Pender, Tony Pender

In attendance: Bob Rivers, Dave Beckley, Kenny Marden, Peter Patten, Minnie Ngaluafe

**Meeting commences** with the Village Hall Lottery Draw conducted by Peter Howard.

Followed by discussion surrounding the grant application being co-ordinated by Bob Rivers:

Three quotes have been obtained for the carpets and the cinema screen and Chris is in the process of obtaining prices for loft and cavity wall insulation. He has contacted John Leach of Ashford Borough Council to ascertain if the Council would have any representations concerning the Committee going ahead with insulation. He has not received a response and it is decided that they should be contacted yet again and it put to them that if they do not respond the Committee will go ahead assuming they have no objections. Minnie offered to contact ABC again.

Ash Tree - Chris has requested prices from 5 ecological conservation surveyors, two have failed to respond and one replied saying that they could not do the work. There was a free visit by the Bat Conservation Trust, on behalf of Natural England, who confirmed it is a likely bat roost and a survey is required. Discussion followed as to the best way forward and whether it would be better that the Committee pay out of Hall funds for the initial survey and putting the cost of felling into the bid. The timing of the work is not ideal because the grant application needs to be in before the actual position regarding the bats is known which is likely to be in the summer. Bob puts to the Committee the possibility of delaying the bid but that would delay the other items. Bob will consider the position and report back but it was felt that it may be possible to put in the price of the surveys and the 'worst case' price for felling the tree completely. The bid would need to explain that the latter was dependent on the former and any surplus unused funds would be returned to the funder. To that end Peter Howard offered to get prices for completely felling the tree.

Tables - Peter Patten has researched the cost of tables and tells the Committee that the cost per table would be £95.93 plus VAT and that they are 2ft by 6ft weight 11 kilos, making 20 tables come to around £3200. Quotes are being prepared. Issue of chairs little more complicated need to consider weight, quality - no point in choosing cheap ones that will not be durable. Quotes by the end of January more discussion regarding the chairs throughout and at the conclusion of the meeting.

Boiler - Mr Songhurst has said there is still lots of life in the boiler and it will tolerate the new oil specification being introduced.

Fridge - This has been purchased.

Smoker's Shelter - Anita is waiting for the builders to get back to her, discussion about a temporary measure of a gazebo.

CCTV - Cameras already obtained and will not therefore need to be part of the bid. Quote to be obtained for the installation of the outside cameras.

Fencing - not being proceeded with at this time.

Chris explains that the accounts have not yet been audited and suggestion that a bank may assist. Bob

states that a qualified accountant is not required as long as someone independent. Four copies of the annual report handed to Bob for use in the bid. Quarterly statements will be needed but nearer to the submission of the application for grant.

**3. Minutes:** The minutes of 29th November 2010 agreed and signed following amendment to amend the spelling of the names of Tony Rawlins and Larry Krause - apologies to them for the error. Correction to the event due to be held on the 28<sup>th</sup> January which is a Quiz/Curry night.

#### **4. Matters Arising**

Ladder Training - Graham produces a document downloaded from the internet concerning the use of ladders, a brief guide. Confirmed that Kenny is ladder trained and discussion followed of the duration and cost of such training and whether would be advantageous to train another person. Agreed that a new ladder should be purchased suitable for the use in the Hall – Chris and John Collins to research costs.

Replacement soap dispenser and stop cock still awaiting response; and problem with the new doors is also being pursued with the installer.

Kay and Peter Howard have been to the Alliance & Leicester in relation to becoming signatories and Peter Patten had to go to the bank to say he no longer will be a signatory. Confirmed that process now completed and confirmation awaited.

John Nicholls asks regarding the new contract to be signed by the clubs that it does not specify weekly or monthly events and Sharon asks that the frequency of meetings be inserted on the form by the club. Merry & Bright usually pay in advance and Chris asks for a cheque for January to March. Discussion followed about the discount that the Merry & Bright Club had received for paying in advance.

Tina tells the Committee that the Contra Dance organiser had written to her requesting a reduction in their hourly rate because they are only making a small profit; they request it be an hourly rate of £6.50. Contra Dance have opened a group at the Stour Centre which it is felt has possibly diverted custom. It costs than £10 per hour each time the Hall is hired and other hirers are prepared to pay the new rate, after further discussion it is decided, with regret, that the Committee cannot agree to reduce the price of the hourly rate.

**Public Interval:** No representations.

#### **5. Chairman's Report.**

In the interests of the village there was discussion surrounding the remaining funds that are held by the previous fete committee. Those present felt that the funds should really be used for the benefit of Hothfield. Graham was one of the original committee of that Fete. It was agreed it is not really Village Hall Committee business but it something that could be taken up by the Parish Council.

Smoking - Smokers should not be using the front of the Hall to smoke and people using the Hall should be directed to the back of the Hall.

Fire Door - there has been a complaint about the chain on the fire door and so it was taken off and should be taken off when the Hall is in use. Concern expressed about persons entering the Hall by that door when Hall closed if chain not secured.

Tina makes a plea for more help from members of the Committee at events as often it is the same people each time. Kay and Tony are currently not in a position to help and it is a strain on the ones that turn up. Suggestion that help for each event is planned in advance so that people know what they need to do and when, starting at the next meeting (February).

## **6. Treasurer's Report**

Chris had previously circulated the November accounts which were £1,000 down due to the insurance and tree assessment. In the December accounts the Bazaar profit was £90. Anita asks about a bank charge shown on the accounts and Chris explains this was to do with a deposit cheque that bounced. The amount of £7.50 will be deducted from the deposit money when it is returned to the Hirer.

Electricity supply now with E-ON. The closing balance to pay to EDF is not yet known but as far as Chris knows the transfer of supplier went through.

Pleased that account in credit although heating oil is going to be needed imminently which is going to be expensive and likely to have significant effect on the accounts. The annual turnover at the current rate of bookings is up on previous years but the Committee cannot afford to be complacent.

Discussion about the heating in the Hall and how cold it had been when the Bowls club were using the Hall but it was acknowledged that in fact it had not been used or heated since the children's party before Christmas which would have affected the temperature.

## **7. Booking Clerk**

An 80<sup>th</sup> birthday party has been booked which will not have a bar or a disco but is for the normal hire time.

A wake has been booked for Tuesday afternoon and there will be no charge as it is a village resident, it might be that we could request a donation, otherwise no charge.

## **8. Fund Raising**

No business raised under this heading.

## **9. Any Other Business**

Chris Rogers advises the meeting that he will not be standing for re-election as Trustee at the AGM in May. There remain a couple of vacancies on the Committee and further Trustees can be encouraged to join and be elected at the AGM.

The meeting closed at 9.00 p.m. and the next meeting of the Committee will be on Monday 7<sup>th</sup> February 2011 at the Children's Centre at 7.00 p.m.