

**MINUTES OF HOTHFIELD VILLAGE HALL**  
**MANAGEMENT COMMITTEE MEETING**  
**MONDAY 7<sup>th</sup> March 2011**

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

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

In attendance Bob Rivers, Kenny Marden

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

Discussion regarding grant application. Bob informs the meeting the application to Awards for All has been completed and the Garfield Weston one is likely to be finished soon. Bob explains he has the help of an adviser to look to improve the application and she has already made amendments. This person is paid by the lottery and not by the Committee. Bob is optimistic for the success of the bid.

A quotation is given to Bob for the sealing of the floor but this will need to be part of a future grant bid which Peter and Hedley will put together. Bob suggests this is put in towards the end of the year and a good funder could be Ashford Borough Council. It will need to be supported by the Parish Council and Kent County Council, the Parish Council needs to put money towards the application otherwise it would not be possible to go to Ashford Borough Council. Quotes will be needed again and although difficult to gather they are essential. The deadline for any future application is the end of November so need quotes September/October.

**3. Minutes:** The minutes of 7<sup>th</sup> February agreed and signed. Corrected to record that the dance club did not raise concern about the surface on the floor it was the Committee members and cleaner that were not happy with the surface. Apologies from Shirley that the date on some of the minutes circulated was not shown as 7<sup>th</sup> February.

**4. Matters Arising**

Chris tells the Committee that the Ashford Borough Council Tree Officer believes that the Ash tree is not in imminent danger of falling but it is acknowledged that there remains progressive rotting. Those present are satisfied that the Committee is taking the appropriate action where the tree is concerned.

Peter Howard has discovered that the Alliance & Leicester did not forward the applications for himself and Kay to be signatories because Peter Patten had not completed the requirement for the bank to remove his name as a signatory. It is decided not to pursue the change of signatories for cheques until after the AGM.

Tina has had no response about the damaged table despite several attempts to contact them and will not be taking it any further.

Discussion followed about a window that has been broken in the Hall and quote received of £276 including vat to cover the repair to the inner door and the pane of glass. Tina will liaise with the company. The excess on the insurance is believed to be £500 for the buildings insurance policy.

Query whether smoke alarms required in the Hall but this has never been raised during the Fire Inspection. It was noted the inspection is due soon (see item below from Treasurer).

Chris thanked everyone who helped on the quiz night, some concern had been expressed about a shortage of tickets in the post office. It was only on the Friday that all the tickets were sold and anyone else enquiring was told to attend on the night and pay on the door. Twelve teams were present.

Chris asks for clarification as to whether there will be a meeting on 2<sup>nd</sup> May prior to the AGM on 23<sup>rd</sup> May. The 2<sup>nd</sup> May was noted as a Bank Holiday and discussion followed about another date as it was decided a meeting should be held before the AGM. It was decided that the Children's Centre be asked by Kenny if the Committee can use a room on either 3<sup>rd</sup> May or 4<sup>th</sup> May 2011.

The Agenda for the AGM similar to the usual agenda to include the annual reports, and the meeting will need to agree the minutes of the previous AGM minutes 2009/10 and two years of accounts, Chris will do his best to finalise the accounts for 2010/11. Minutes of the previous AGM minutes should be available on the night and through officers of the Committee prior to the meeting. Date must be advertised before the AGM and Chris points out already on the website and a notice to be placed in the Post Office.

Front door - Chris explains he has not contacted Geoff about the front doors, Tina says she will contact him.

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

Tina expresses her thanks to the members of the Committee who helped on Quiz Night, £468 raised with a profit of £324. Raffle prizes left over: it is suggested be used for the Jumble Sale. Agreed that Caroline should receive a gift in appreciation of her hard work on the food and Chris will organise this. Tina will write to the Quizmaster thanking him on behalf of the Committee. Rose is being recompensed for some flowers she bought Joan on behalf of the Committee.

The Quad motorbike man has confirmed he will be at the Fete this year and Graham advised the Committee that he has sent out some 'begging' letters for raffle prizes and had one reply so far from Coty. He asks for any suggestions and Chris put forward the newly opened garden centre.

Tina announces there is to be an Easter Egg Hunt on Good Friday at the Hall between 12 and 3pm with entry price of a £1.00. It will include an Easter Bonnet competition for children up to 11years old and raffle with Easter cakes and drink.

Tina asks for as much help as is possible for the Jumble Sale coming up in April, she will confirm who will be doing what. Kelly is cooking for this but will not be cooking at the Fete and there will be no hog roast at the Fete in view of the amount of money the people wanted which was £550-£650.

Query raised about the old Hothfield sign and where it is to be erected. Chris confirmed that the History Society is looking after it until it can be put up on the Triangle as you enter the village from the A20. The positioning had been agreed by the Parish Council and it was assumed that they were organising it.

**Public Interval:** No representations.

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

As stated earlier in the meeting the Fire inspection is due and Chris is investigating another company to complete it and indications are that the prices are lower than the people previously used and £100 could be saved. One fire extinguisher seems to be missing, and it is confirmed that the First Aid Kit has recently been checked and there are new plasters in the kit but Tina and Rose will check it again. Discussion about hair nets to be used in the kitchen, apparently anyone working in the kitchen is required to wear a hair net and those with long hair are required to wear a hair net and a hat.

Insurance - Chris explains he has checked with the insurance company and the contents insurance held for the Hall only covers items belonging to the Hall and not those of the 'external' clubs. This needs to be drawn to the attention of anyone with equipment in the Hall and they will need to decide whether to take out independent insurance or alternatively if a list of items is provided to the Committee our insurance company will give a price for cover. The value of the Committee insurance for contents is up to £26,000 and it is felt that this is higher than is needed and a review of the value of the contents might mean it could be reduced and perhaps also the price of the cover.

Accounts for February are distributed and discussed. Noted that the first electricity bill has been received and usage is still high. Next month's figures not likely to be good as there will be less income. Chris estimates at the end of the financial year the accounts could be £300 down but it is to be remembered that there has been a lot of expenditure on improving the Hall, paying for a number of items this year including the notice boards, the insurance and items repaired. Previously this expenditure would not have been possible.

Discussion followed about pictures in the Hall and framing of some that are due to be hung in the Hall and it is agreed Tina will organise this and there will be one hung in each alcove. In view of these pictures going up it is agreed there is no place at the moment for more display/notice boards.

Chris circulated copies of the accounts for 2009/10 which the Committee needs to agree. Peter Howard suggested that everyone take them home and bring any questions to the next (April) meeting.

Graham asks for agreement to instruct someone to put the cameras up and it is agreed that he go forward with a quote he has obtained and positions of the cameras agreed.

### **7. Booking Clerk**

The dog class has requested an afternoon but booking not arranged yet.

The deaf signers no longer want the Hall as the acoustics in the Hall are a problem and also transport.

Youth Club booking ended on the 4<sup>th</sup> March and although talk of coming back on the 11<sup>th</sup> of March Sharon had not heard anything formally. Discussion followed about the recent problems with the Youth Club and that it appears that problem seem to occur when Bridget is not present. Examples were given by Tina and Sharon of what they had found when they had had to attend the Hall when the club was running. Although the Committee have been criticised in the past for not doing things for the children in the village the recent bad behaviour is a concern to all. It is considered that the problems with the actions of some of the children and lack of proper supervision means the booking may not be accepted in the future. Decided the matter should be raised at the Parish Council meeting.

### **8. Fund Raising**

Nothing further raised

### **9. Any Other Business**

No items raised

The next meeting of the Committee will be on Monday 4<sup>th</sup> April 2011 at the Children's Centre at 7.00 p.m.