

MINUTES OF HOTHFIELD VILLAGE HALL COMMITTEE MEETING
MONDAY 5th July 2010

1. Present: Tina Marden (Chairman,) Kay Pender (Vice Chairman), Anita Bramfitt, Sharon, Rose Harris, Peter Howard, John Nicholls, Tony Pender, Chris Rogers (Treasurer), Shirley Horn (Secretary), Kenny Marden (not a Trustee), John Collins

Public Present: Graham Parker

2. Absent/Apologies: Paula Chapman

3. Minutes: Minutes for the 7th June 2010 agreed and signed.

4. Matters Arising

Chris reads a declaration to the meeting that he has drawn up for the Trustees to sign. The wording is agreed, it is circulated for the Trustees to sign and returned to Chris.

Kay reported that someone had entered the Hall without the Committee's knowledge after the Jumble Sale for Help the Heroes had been set up on Friday night. Discussion about the locks on the front doors to the hall and the need to replace the locks or if possible to renew the outer doors with stronger more secure doors and move the existing outer doors inside to replace the current second set of doors. Chris tells the meeting that there is some money left over from the grants awarded for the work done to the Hall and it would be possible to use this money but the Committee has to go back to the groups and explain the situation and hopefully get them to agree that this is improvement to the Hall and to allow the money to be used rather than handed back. It was agreed by the Committee that this would be a good use of the money. Sharon has arranged for a quote and other companies to be approached.

Tina and Kay report that the cut off system for the music did not stop the music and it was still playing at 11.30 pm when they went to lock up on Saturday. Discussion followed about what course of action should be taken about this including the boxing in of the socket, key sockets to prevent other sockets being used, a complete new system. As previously said in other meetings it is not possible for all sockets to go off because at least one socket is needed to enable the hirers to clean up. The person who looked at the problem previously could not repair it and suggested disconnecting it. Agreed a new person is needed to look at the system and it is suggested the Environmental Health department at Ashford Borough Council might be able to assist.

Following on from this was a discussion of when the hirers should be required to stop playing music and be out of the Hall having cleared up. Tina and Kay have made enquiries of other halls and a number of them require music to end at 11pm and at least one 10 pm. After discussion it was agreed every hirer should be required to end music at 11:30 pm (10pm on Sundays) and vacate the Hall by 12:00midnight pm (11:00pm on Sundays). In addition where the hirer fails to comply with this they will be advised they will lose their deposit.

Further to the discussion at the previous meeting regarding the amount of deposit to be paid it was finalised that the deposit should be £250 for people outside the village and £175 for villagers. Children's parties deposit £25.00 and cost of hire flat rate of £35.00. Hiring of the Hall will be £10 per hour for outsiders and £7.50 per hour for villagers. As agreed at the previous meeting these rates will apply for new bookings but not change for existing hirers until next April. There is still to be requirement of a payment for a bar to be at an event which is £50 whether for persons outside the village or villagers. Some concern about who is to operate a bar because of previous concerns regarding a previous Bar provider and his refusal to make an agreed payment despite a number of 'requests'. Agreed the payment for the bar should be made before the event starts. Tina will speak to the previous bar regarding the issue.

As a result of these decisions the contract requires further amendment. Once the contract is amended anyone signing will be bound by the contract which will supersede any time provided in a Temporary Events Notice (TEN) for the event. Chris will look into the current situation of the TENs for the Hall and the number that are available or if there needs to be any application to the council. Sharon requests Chris to print the contracts single-sided so that the terms of the contract are able to be given in total to the hirer which is not possible at the moment because the contract is on the back of the booking form which Sharon retains.

Discussion turns to the Fete in September and at a separate meeting a decision had been made that dogs would not be part of the event. Rose asks that her daughter use the BBQ at the fete and that she intends to split any proceeds between the fete, Help for Heroes and Cancer Research.

Graham told the Committee that the Trustees of the Fete held previously were Les Hughes, Chris Twydell, Caroline Hughes, Val Piggott himself and Peter Patten. Chris Twydell has stated that the equipment that he has stored is available to be used for the event.

Discussion followed regarding the money that it is believed to be held in an account following the previous Village Fetes and that it is hoped that money can be provided to assist with insurance payments for this year's fete. As far as the Committee is concerned the Fete that is planned is an event for the village in the same way that the previous Fete was organised, for the residents not for the Village Hall as such. Like other organisations who will run stalls or stands at the fete, the Village Hall Committee hope to be able to raise funds by doing the same. Agreed that profits that are made overall could be put between the Village Hall and the Fete Committee Fund. Tina confirms that the Committee need the cash to pay for the disco and insurance and want to make the event work for the village. Peter Patten is going to speak to Chris Twydell, new trustees will be discussed with him, possible will have the existing ones and some from this Committee.

At this point Kay invites Graham to consider joining the Committee as there is currently a vacancy, Graham accepts and is voted on to the Committee (and signed the Declaration).

5. Treasurers Report

Chris distributes missing pages from the documents at the last meeting. Accounts show £211.00 was made and overall the accounts are £270 up on the last three months. A recent funeral was not charged for as a mark of respect for the person and Chris is advised that this is the normal practice for anyone from the village to be able to use the Hall for 2-3 hours for a wake. As a result the reference to a funeral will be deleted from the accounts.

Tables returned from Hothfield Manor, discussion about damage to two tables which are broken and one chair but Sharon believed the damage was present when she helped load them into the transport.

Chris has discovered that the Hall is signed up to a long contract for electricity so he is unable to do anything about improving the price that is paid for the moment but is hopeful it can be improved.

6. Booking Clerk

Ghurka event on the 10th and they have asked to come in Friday night and fill the fridge, agreed there is no problem with this and agreed they may have the keys. The Hall BBQ has been returned and they going to use this and have asked for another half barrel BBQ. Question about the numbers attending the event and pointed out that the insurance only covers 245 persons, more will be attending but not all in the hall at one time.

Sharon reports she has received bookings for four parties and deposits paid and one bar paid. Birthday party on the 24th July 2010 and a wedding in October. Discussion followed about a booking where the person booking the Hall seemed reluctant to say what the occasion was which caused concern. It became clear that the person making the booking was reputable and should not cause concern.

There is a new booking for dog training starting in September, trainer currently using Godmersham Hall. No contract signed yet and there will be no deposit because they are a club booking.

Cupboard under the stage needs to be cleared out and Sharon asks for the keys so she can arrange for this to be done.

7. Any Other Business

Sharon raises the issue of her sons playing with their motorised toy cars in the Hall car park. There had been complaints about the noise from neighbours and Kay had felt obliged to act. No objection for the moment if children use the car park when the hall is not hired out and it is not late. If anyone queries it they will be asked

to speak to Sharon directly. Sharon says there has been a suggestion of a club for people who use these cars. This would mean the activity would be organised and for a set period of time and be run once a month. Enquiries to be made in the model shop for any contacts of people who run such clubs.

Chris politely raises the issue of cleaning and arrangements when Kenny is under particular pressure so that the cleanliness of the Hall is maintained, the cleaning of the floor is a particular concern. After discussion Tina, Rose and Anita offer to provide cover for Kenny.

There being no further business the meeting closed at 9.08 pm. The next meeting is arranged for Monday 2nd August 2010 at 7.00 pm at the Children's Centre.