

**MINUTES OF HOTHFIELD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**  
**MONDAY 29th November 2010** (in lieu of December meeting)

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

**2. Absent/Apologies:** Paula Chapman, Peter Howard, Tony Pender  
In attendance: Tony Rawlins (Hothfield Parish Council), Bob Rivers.

**Meeting commences** with the Village Hall Lottery Draw conducted by Paul Eckersley.

**3. Minutes:** the minutes of 1<sup>st</sup> November 2010 agreed and signed following amendment to include Larry Krause as in attendance. Correction to the reference to Chris meeting the crime prevention officer whereas it was others of the Committee. Sharon clarifies that the Youth club have not yet stored items at the Hall and that it would appear that they have their own insurance for their property.

**4. Matters Arising**

Kenny won't be able to be at the Bluebells party on the 16<sup>th</sup> December and Tina explains she has a contingency plan to ensure the Hall will be ready for the evening event. As part of the crime prevention officer's visit was a suggestion that the leylandii come out and Sharon queries that there are other areas that cannot be seen in the far corner. John Nicholls points out that there are security lights that are still not working and Tina confirms that an electrician will be contacted to repair them where necessary. The leaky stop cock has still not been attended to in the ladies' toilet. (Chris to chase again) Chris explains that he has not been able to contact the bank yet about new signatories to the hall account and Tina adds that she will not be becoming a signatory but instead Peter Howard will. Chris clarifies that John Nicholls already is a signatory so additional members will be Peter H and Kay. More discussion followed about the bank account and Bob warned against changing bank accounts prior to the grant applications as this may raise doubts in the minds of the organisations. Chris asks Tony Rawlins if he is aware of anyone who could audit the Hall accounts he has already approached Judith Batt if she has any contact and Graham suggested a person known to him.

**Tree Report:**

Chris circulated some copies of a report from Mr Ingram of Quaife Woodlands. Discussion followed regarding the report which concluded that the tree is diseased and potentially hazardous. The risk could be reduced by pruning which would be temporary and need repeating but that his recommendation is the tree is felled. However, before the tree is felled investigation is required because the tree surgeon has identified that the tree may be used as a bat roost, a protected species. After discussion the meeting agreed the tree should be felled. Initially Chris will pursue his enquiries to confirm how much it would cost for someone to confirm whether bats use the tree and if cost manageable go ahead with this and then write a specification for the request for the quote from tree fellers. If the cost of the bat assessment is substantial then it should form part of the specification in the quote to fell the tree. Bob points out it will be important to obtain proper letter headed quotes for the purpose of the grant bid. In relation to when the work is done there is a need to balance the risk posed by the tree and possibly waiting for the grant bid to provide the funds to do the work.

There followed discussion on further grant projects including the insulation and that the depth needed to be 10 inches and whether the Committee would be permitted to have cavity wall insulation a reply is waited from Ashford property people.

Carpets - two quotes already provided for the hallway and bar area but not the kitchen, one more awaited which will include the stage area as a separate item. Bob requests to have the papers when the Committee decide which to accept.

CCTV - discussion about installation of cameras outside and inside and Graham told the Committee of the prices and specification from a trade brochure recommended by the Crime Prevention Officer. Meeting decides that Graham should order two cameras on the specification discussed and the cost of someone installing them to be investigated.

Ladders - the discussion regarding the CCTV initiated a discussion about the use of ladders in the hall by members of the Committee and health and safety implications along with insurance. Decided the Committee should ask Kenny to make enquiries about possible courses that a member of the Committee could undertake. Graham will look up provisions regarding health and safety and use of ladders.

Tables & chairs - Peter Patten has brochures and one or two of the Committee to meet Peter to discuss these.

Oven - it has been agreed not to go forward with this in the grant bid.  
Dishwasher - again agreed not to go forward with this request.

Boiler - query whether a new boiler should be considered. The boiler has recently been serviced it is suggested that the person who serviced it be contacted and asked how much "life" it has left in it. It will also be important to know whether the boiler will be able to be adapted for use of the new specification of heating oil.

Smokers' shelter - Sheila has obtained some prices off the internet to supply details of which Chris had at the meeting. Agreed these should be followed up and a formal quote obtained including installation and a hard standing.

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

Tina invites members of the Committee to a meal at the Wheel at Westwell.

Heater pay meter is still playing up in the Hall and it is agreed it is necessary for it to be checked. (Chris to arrange with Tina)

**Public Interval:** No representations.

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

Due to this meeting being held on 29<sup>th</sup> Chris is unable to provide a formal end of month report which will follow in due course. Short report provided though of monies spent including the final payment to the builders, all the income still to be calculated.

#### **7. Booking Clerk**

Dog club has paid for another 8 weeks. Bridget for the youth club was already advertising for January/February suggesting they will be rebooking, some misunderstanding between Bridget and the person who provides the grant as to how and who books the time with the Hall. In any event youth club back for the 7<sup>th</sup> January 2011, for 8 weeks which will include a week they lost due to the installation of the doors, contract signed. No youth club on the 28<sup>th</sup> January due Tony Rawlins' quiz and curry night, nor the 25<sup>th</sup> February which is.

Sharon has provided all the clubs with contracts to sign and requests that actual dates are inserted on the contract.

Discussion followed about the Christmas Bazaar and that Sharon has some bookings for tables which are to be £5, a tombola and raffle to be held. Sharon has already prepared a flyer which she will distribute and Graham has contacted the KM by email with details of the event for the main paper.

Chris asked if someone else would like to write the monthly Newsletter articles from now on; Tina asks Graham to assist her in the article which he is happy to do.

## **8. Fund Raising**

Nothing now until quiz on 26<sup>th</sup> February and Jumble sale on 2<sup>nd</sup> April. Few suggestions of perhaps a summer dance/barn dance? Proposed that the summer dance be on the 18<sup>th</sup> June 2011 and that it be country dance. Tina will approach her contact Bill to do it between times agreed of 7pm to 11.30pm. Suggestion of a cold buffet and Roy to run the bar. Anita suggests that she run the bar with all the profits going to the Committee. Discussion about a mobile bar previously used by a local licensee and Graham will speak to her regarding the use of the bar at a Hall event. Agreed it be a ticketed event and the cost be £10 with children over 5 at £5 per ticket.

## **9. Any Other Business**

John Nicholls asks about the increase in hourly rate for clubs in the new year. Confirmed that they will be £7.50 an hour. Chris suggests it may be prudent to send out a notice in January giving the clubs notice of the change.

Help needed to hang the new curtain in the Committee room and Tina, Kenny and Anita will arrange a time to do this in the week.

Discussion about the tree of life tickets for the Christmas tree in the Hall which involve a donation to have a ticket displayed to the memory of a loved one. Agreed these will be hung on a separate tree.

Meeting advised that allegedly KCC have measured the sign on the green that the Committee use to advertise events, nothing else known at present.

Query over milk that was left in the fridge by the members of the Merry & Bright that subsequently disappeared and discussion as to who could have been responsible for using it.

The meeting closed at 8.45 p.m. and the next meeting of the Committee will be on **Wednesday 5<sup>th</sup> January at the Children's Centre at 7.00 p.m.**