

**MINUTES OF HOTHFIELD VILLAGE HALL**  
**COMMITTEE MEETING**  
**MONDAY 6<sup>th</sup> September 2010**

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

**2. Absent/Apologies:** Paula Chapman, John Collins.

**3. Minutes:** Minutes for 4<sup>th</sup> August 2010 agreed and signed.

Peter introduced Paul Eckersley to the Committee who is helping to administer the Hothfield Lottery. A number of questions arose regarding the applications. Paul confirmed that it was possible to have joint names for one number at £12.00 a year, but there could be problems when the couple win, the best way is to have one name per yearly, or half yearly, ticket.

Paul told the Committee that at the time of the meeting there were 15-20 members and that it was hoped to promote it more at the Fete when they would man a stall for the purpose. Following further discussion Paul left the meeting.

**4. Matters Arising**

Chris asks John Nicholls if the Bowls Club have any objection to the Committee retaining a key to the trophy cabinet. John could see no objections and if ever anyone else needed access when John was not available that person would have to obtain a front door key from Tina in any event along with the spare cabinet key.

Caroline is happy to provide ploughmans and a chilli at the Race Night and the only reason the chilli ran out the night last time was because she had wrong information; query whether Caroline will need a card for the cash and carry to obtain the food.

Harvest Supper - it is confirmed that Pat Warren is doing the poster for the event and tickets are already in the shop. Kay confirms that there has been a meeting and the Friends and some of the Committee are doing some cooking, everything in hand.

Race Night - Sharon will do the posters for this and the tickets.

Chris paid Rose for the rubbish bags mentioned at the last meeting, but needs the receipt.

**Public Interval:** A number of villagers asked the Committee what was being done to make sure parties finish at the proper time because, despite the published finish time, people were still at the hall clearing up until as late as 1.30 a.m. One resident pointed out that there are a lot of villagers upset about the time people are allowed to stay at the Hall but a lot of them have not attended the meeting. Members of the Committee acknowledged the concern of the residents however they did feel that things have improved in the short time the present Committee has been operating and the Committee continued to respond to problems associated with the hiring of the Hall. Some issues raised concerned the actions of people after they had left the Hall which the Committee could unfortunately do nothing to prevent nor to actually stop people smoking where they should not. It is right however that these things would be in breach of the Contract the hirer had signed and as a result they will not be permitted to hire it again and it is likely their deposit would not be returned. Indeed Tina confirmed that the deposit had not been returned for the party in May. This was despite the person disputing that they had breached the Contract and arguing that the Committee had no right to retain the deposit. Photographs of the state of the Hall had been sent to the person in question.

The Committee cannot afford to pay to hire bouncers and the loss of revenue from these events could mean the Hall closes which the Committee were trying hard to avoid, however a resident expressed the opinion that he did not care if the Hall closed. Kay indicated that it is hoped that in the future there would be enough regular event bookings that would mean sufficient revenue would be obtained from these without the need for many parties.

Bringing the heated discussion to a close Peter suggested that if someone goes to Sharon to book a big party from now on that she bring it to the Committee and the Committee will agree if it can proceed, this is agreed.

## **5. Chairmans Report.**

Tina queries why minutes not on the website however Chris confirms that they have been placed there since the Committee agreed they would be.

Booking form should be updated so that it is clear about smoking outside the hall and Chris suggests that perhaps an A4 piece of paper could accompany the keys with the essential points of the hiring listed in plain easy to read points. It is agreed this should be organised and that the person hiring should be given a copy that they sign when they collect the keys, and also they be asked to sign a second copy that Sharon keeps with a copy of their signed Contract. The notice should also make it clear that not complying with these things will result in the loss of the deposit.

It is suggested the folding doors in the Hall be replaced with heavy curtains, similar to the ones on the stage and that they be lined and weighted. Agreed by the Committee and Kay and Rose will get an estimate and put it before the Committee.

Tina asks Sharon not to book anything for 27<sup>th</sup> and 28<sup>th</sup> September because this is when the new doors are being installed.

Tina requests money for the food items that the Committee are supplying for the Harvest Supper going towards potatoes, serviettes and gateaux. Chris provides Tina with £50 for the purpose.

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

Chris reports the balance for the month is £1.49 surplus however, included in the expenses are costs for the Fete so far which include insurance, posters, raffle tickets and £100 for the DJ. So far the costs amount to £275.00. Income includes £200 from the Fair Committee and a donation of £10.00 from John Collins for shelves. So far no response from Collyer Ferguson as to whether the Committee could keep the surplus £1900(approx.) from the building grants. There followed a discussion about a 'wish list' if money is available and a dishwasher, new carpet and curtains, and also a new sound meter were suggested. Issue to be discussed further at the October meeting.

Discussion about the signatories on cheques and Chris confirms again that for Alliance and Leicester account one signature is permitted and that John N and Peter Patten remain signatories. Discussion followed about the need for more than one signatory and that it is better from the Treasurer's point of view that there be more than one required. The Lottery will have two signatures.

Query regarding the Fire Certificate and Insurance Certificate that should be displayed in the Hall. Chris confirms that the Fire Certificate is displayed and that he has the Insurance Certificate which he has yet to put in the Hall. Discussion about the need for a lockable notice board and Chris will speak to Anne Parker who is involved with organising notice boards for the History Society and may be able to help.

## **7. Booking Clerk**

Sharon circulates a list of bookings for September and tells the meeting that the Youth Club have re-booked the Hall and will be starting on 10<sup>th</sup> September. Dog Training will be starting on the 22<sup>nd</sup> September and will be each week from then. At the present time there is one more big party booked involving hirers who booked an event a couple of weeks ago and it went without incident.

## **8. Fund Raising**

Discussions about the Fete. Agreed on Roses's suggestion that sausages and burgers be bought. No alcohol to be consumed by stall holders or helpers on the day but all helpers have free teas and need a list of those helping. Suggestion that they have a voucher. They will also be able to have a burger free but not the hog roast. Graham will prepare a voucher for all those agreed can have a free hot dog or burger.

Tarmac have generously donated 25 yellow vests/jackets for all the helpers which they do not need to be returned.

St John's Ambulance are attending and Pat Coles has requested that they be located in the Hall which is agreed. Also in the Hall will be Bluebells. Air Ambulance agreed can collect money on the gate Graham will contact them. John N has had a request from Burt Long to have a charity stall for the army, agreed he can and ask him to make a donation to the raffle. With regards to the raffle is it decided that Graham will put together a large poster detailing the prizes on offer.

It was decided that there would not be a site plan as such and each person will be placed as they arrive on the morning except the tea cup ride who will be speaking to Chris about the best place for it to operate.

Graham had had an enquiry about a profit making stall and what they needed to pay to be at the Fete and it was confirmed that anyone who wants to run a stall/stand which is profit making should pay the fee of £25.00 and everyone should be treated the same in this respect.

Cost of stamps incurred for the Fete paid to Graham by Chris in the sum of £11.50.

Arrangements made for members of the Committee to meet on Saturday to organise other items including signs for parking etc.

## **9. Any Other Business**

Kay proposed that another cleaner be used in the Hall keeping Kenny to concentrate on the floor, the rest of the Hall she feels is in need of a lady's touch. Rose offered to do a Monday morning blitz but if paid this would mean she would have to resign from the Committee which she did not want to do. Tina then offered to fill the role unpaid but query then whether she would be insured if anything were to happen. Chris confirmed that trustees and volunteers are covered under the insurance and as a consequence Tina and Rose agree between them to clean the Hall on Monday mornings (unpaid).

## **Date of Next Meeting:**

The next meeting of the Committee will be on Monday 4<sup>th</sup> October 2010 at 7.00 p.m. at the Children's Centre.