

**1. Record of members present**

Mrs. Sharon Morris Chair and WI representative (SM)  
Mr. Simon Longland Treasurer and Table Tennis Representative (SL)  
Mrs. Jane Banks Secretary and Village Representative (JB)  
Mr. Nick Hansom Village Representative (NH)  
Mrs Anna Taylor Pre-School Representative (AT)  
Mr. Alan Smith Parochial Church Council Representative (AS)  
Cllr Carol Fowler Parish Council Representative (CF)  
Mr Mike Glavin Non-Trustee Maintenance Officer (MG) – left after his report  
(SM) asked (JB) to take the minutes.

**2. Apologies – none as all present**

**3. Minutes of previous meeting on 7<sup>th</sup> December 2016**

The minutes were agreed as a true and correct account: agreed by all present.

**4. Matters arising**

- Item 1 (AT) remains the Preschool Trustee until Sarah Lang (SLa), the new preschool Chair, replaces her. (SLa) is not yet a Trustee.  
(CF) requested to be referred to as Cllr Fowler.  
Item 5 VAT needs to be added to cost of extractor fans  
Item 7 Our insurance has been reduced by £3.99 (Wendy house and external store belong to Preschool)  
Item 8 Future repair work to windows is paintwork and decoration  
Item 13 AS noted the proposed date for the Trustee Christmas Fair is Sunday 3<sup>rd</sup> December. This is correct.

**5. Maintenance Officer's report**

**Electric Fans** – Groombridge has replaced the fans in the rear lobby, and a timer (set for 1pm to 8pm) has been installed. The timer MUST NOT be turned off. There is a manual over ride switch.

**Central Heating** – The thermostat is set at 22°C, and must NOT BE ALTERED. The hall was cold for a recent WI meeting as this thermostat had been turned down. The heating is timed to operate 5 days a week from 7.30am to 2.30pm. The boiler can be turned on and off manually outside these times.

**Penetrating Damp** - TIMBERWISE are offering a further 10% reduction on their quote of £2716 including VAT. We decided to discuss this at a future meeting.

**Damp** – the damp patch on the side wall has been painted. (NH) is meeting with another builder for advice.

**Mezzanine Storage** – we will discuss this at a future date, but plan for 'Ottoman style' seating which can double as storage space.

**Village Pantomime** – MG and SM suggested the hall and Kingsdown Rocks stage a joint production

**Men's Toilet** – the soil vent pipe requires a new air admittance valve. This will cost £30-£40 plus labour. MG was asked to do this work. **ACTION MG**  
The iron downpipe has been replaced.

**6. Treasurer's Report**

Our bank balance today is £17,279.59, which includes the grant for the windows and the decoration.  
(SL) has almost completed the annual accounts, which are on our Dropbox and Google drive.  
We made approximately £4500 profit in 2016, of which £2500 is our reserve.  
We received approximately £5000 in donations and grants during 2016.  
(SL) and (JB) will calculate the precise current preschool hourly rate asap. The Trustees (except AT) will agree a reduced hourly rate before the preschool's finance meeting on 1<sup>st</sup> Feb.  
It was proposed that all Trustees submit claims for printing – 5p per A4 sheet.  
Hire charges will be discussed prior to the AGM.  
(SL) was thanked for all his work.

## 7. Preschool Rent and Times Required

(SL) has looked at the income from Preschool. He stated that he needs to finalise the figures, but thinks they pay about £8 per hour based on 23.5 hours per week and 40 weeks per year. The income from Preschool represents about 40% of the hall's income. He felt we could reduce this to reflect their special status.

(AT) said the preschool have a finance meeting on 1<sup>st</sup> Feb.

(JB) stated that another PS booking form is required to confirm dates and times required after 20<sup>th</sup> Feb.

## 8. Communication, Comments and Bookings

(JB) reported bookings are continuing to increase year on year. (23% in 2014, 25.2% in 2015 and 33.2% in 2016, calculated on a theoretical 100% occupancy).

The regular dance teacher has booked extra time during the Feb half term.

(JB) reported that we have 19 keys in circulation. The key issued to the Rector has not been located locally, so (JB) will email the Rector. If she cannot locate the key, it will be deemed as lost. **ACTION JB**

(SM) reported on a booking issue with a local couple, who had used a fictitious email address to request a regular 4 hour weekend booking. She (not JB at present) is communicating with them for requested bookings on 28<sup>th</sup> Jan and 25<sup>th</sup> Feb. (SM) is insisting that payment for bookings is made with sufficient time for administration – 10 working days for cheque payment, and 5 working days for either BACS transfers or cash.

(JB) will issue receipts to the hirer once their payments have been cleared at our bank. This issue will be discussed again.

## 9. Windows Grant Publicity

The secondary glazing was installed before Christmas.

(CF) has sent some publicity material to the Rural Roundup editor and to the EKM, which includes the advertising requirements demanded by the National Lottery. She will amend some of the erroneous details.

(NH) hopes to arrange the decorating and painting of the windows over the Easter holidays - (AT) to confirm Preschool's term dates.

We do not have a VH logo at present. (SL) has a digital programme, and will produce 12 designs for inspection at our next meeting. The chosen one can then be used on all paperwork, plaques and publicity material, and can be launched at our AGM on Monday 27<sup>th</sup> March. **ACTION AT/JB/SL/CF**

## 10. Reports and comments from user groups.

Broadband – (AT) asked that 50% of the cost of broadband (from November 2016) be sent to the Preschool's treasurer, as previously agreed. **ACTION SL**

There was nothing else to report from the other groups.

## 11. Fire and Health and Safety Risk Assessments

(NH+JB) will issue all revised assessments at the end of January **ACTION NH/JB**

## 12. ACRE Training Day on 4<sup>th</sup> Feb 2017

SM and JB will attend. They will give a report at our next meeting.

(NH) had contacted our insurers re ACRE'S Hallmark rating, and had been told that we do not get a reduction for this –ACRE had said we should do so. (SM) and (JB) will ask ACRE about this when they attend the training day. **ACTION SM/JB**

## 13. Any Other Business

Commemorative Plaques – (SM) will research both local firms and 'Brunel' who produce stainless steel plaques. We need one internal plaque for the lottery grant for the windows, one external plaque for the defibrillator and one for the garden sculpture. We will aim to include our new logo.

Internet Advertising – we will follow up (CF's) publicity for our website and Face book page.

Christmas Tree – Mrs MacWilliam has donated a tree to the hall, which is stored at the rear of the community cupboard behind the table tennis tables.

Curtain Rails and Blackout Blinds – (JB) had purchased these for her recent hall booking. It was agreed these may be a useful addition to the lower hall equipment, and so she will forward the invoice to (SL) **ACTION JB**

(SL) has a projector he may be able to leave at the hall if it is required by hirers.

Advertising Banners - (CF) and (AS) to enquire from local organisations re suppliers. **ACTION CF/AS**

AGM – We will need to submit an advertisement to the Rural Roundup for inclusion in the March issue. (JB) to advise re protocol, confirmation of group representatives etc. All (except maybe NH) were willing to stand for re-election. **ACTION JB**

## 14. Date and Venue of Next Meeting - Wednesday 22<sup>nd</sup> February 2017 at 7.30pm, 'Dawn', Osbourne Rd.

**Meeting closed at 10pm**