

**MINUTES of the Village Hall Management Committee held at 7.00 p.m. on 1<sup>st</sup> October 2019 at Burton on the Wolds Village Hall**

Present: Cllr W Best, Cllr A Carr, Cllr L Cooper, Cllr K Green, Cllr R Shields, Cllr E Wardle, Cllr M Windsor and Mrs S Massey.

13. Apologies Action  
Cllr K Hibbins, Mrs Y Shuter

14. Approval of the minutes of the previous meeting.  
The minutes of the previous meeting were approved and signed.

15. Matters arising from the minutes of the previous meeting.

7. Status report – this report not required as we are able to include ‘Matters arising’ within the minutes of these meetings.

11. Any other business, Gardening Club – SM has contacted Jason Parker who will attend site and disconnect the electricity supply to the Millennium Garden tree. The supply to the conifer will remain as agreed.

11. Any other business, Centre Stage – LC has contacted Centre Stage

16. Update on tasks identified on 12/08/2019  
An updated task list was distributed prior to the meeting; a copy is attached to these minutes for information.

17. To discuss ongoing requirements with current Zumba class.  
It was noted that the current Zumba class has been in place for the past 3 years. The committee decided that it would contact the proprietor should another business request this slot and that a decision would be made at that time. EW

18. To discuss and comment on Live & Local Rural & Community Touring.  
Cllr Cooper reported that this is a national group who receive an Arts Council subsidy for events at village halls to encourage community involvement. Cllr Cooper has requested a full information pack which will be available at the next meeting. LC

19. Events and Funding sub group report.  
None.

20. Treasurer's report.

EW reported on gas and electricity contract which are due for renewal. It was agreed that following research, contracts will be renewed with the current suppliers.

EW

Changes to the rental of the hall were approved. An hourly rate of £10 per hour will apply to all areas of the hall. The Village Hall cannot be hired separately if the Reading Room is in use so therefore a separate rate will not apply. The Clerk will inform YMcC.

SM

EW is in the process of looking into the rental rates of the village hall in relation to costs incurred and will report to the next meeting.

EW

21. Any other business.

a. None.

22. Date of next meeting.

The next meeting will take place on 3<sup>rd</sup> December 2019 at 7 p.m. prior to the Parish Council meeting.

These minutes are a true and accurate record

\_\_\_\_\_  
Chairman

Date \_\_\_\_\_

**Actions following meeting at the Village Hall 12<sup>th</sup> August 2019.**

<b>The front entrance</b>	Will be thoroughly cleaned.	This area has been hoovered and mopped. SM has spoken to cleaning company and this area is now on the weekly cleaning schedule.
	SM will obtain a price for boxing in the electrics.	Price of £1199.88 quoted. Price has been noted and put on file.
	SM will obtain a price for redecoration (emulsion).	£290 + additional paint if required. Price has been noted and put on file.
	The notice board will be removed exposing the door and a wall mounted magazine rack installed to the left of this to hold all legal information.	JW price £12.50 Complete
<b>The table/chairs room</b>	Will be thoroughly cleaned.	This area has been hoovered and mopped. SM has spoken to cleaning company and this area is now on the weekly cleaning schedule.
	RS moved chairs from the boiler room into this room.	Complete
	RS moved tables (white) from boiler room into this room.	Complete
	Small square tables, suggested a maximum of 8	Complete
	Laminated sign required for chair stacking/leave as you find it/etc.	SM
<b>Cloakroom</b>	Playgroup will remove all items on the floor and leave this clear.	Complete
	Will be thoroughly cleaned.	This area has been hoovered and mopped & windows have been cleaned. SM has spoken to cleaning company and this area is now on the weekly cleaning schedule.
	Parish Council/Village Hall Committee assigned bottom left locking cupboard - key required.	PC/VH have top left for the safe storage of all historical documents, minutes, finance, etc. & the PC projector. PG have bottom left.
	Playgroup assigned all other	Labels and sellotape

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	cupboards	marks removed.
	Locks need to be repaired on above cupboards.	SM check status
	All playgroup items on top of the cupboard will be stored neatly in plastic boxes if space not available in their cupboard.	Complete – items to be moved to the playgroup cupboard when space is available.
<b>Main hall</b>	Small 'glass' fronted noticeboard next to the exit to the toilets will be used by playgroup for legal notices. Village Hall will have one side of the Parish Council noticeboard outside the front of the building.	New posters needed from fitness clubs and a general timetable showing what is on and when the hall is free for rent. SM will produce timetable for noticeboard.
	Cobwebs on acoustic panels.	KG most have been removed.
<b>Boiler room:</b>	Items in this room will be tidied and stacked to ensure best use of this space.	RS complete
	Remaining chairs will be stacked blocking door to the playgroup cupboard.	RS complete.
	Village Hall funding items will be stored in plastic, lidded boxes.	Complete.
	Keys needed - SM has a boiler room key (this has been put on the VH keyring & is marked).	Playgroup and VH funding need a boiler room key.
	Playgroup tables and chairs will be stored in this room if room is not available in the playgroup cupboard when required by external rental. (Space must be left).	PG aware and agreed.
	Mouse strip to be fitted to the bottom of this door.	JW reported that this is not required, door is tightly closed.
	Heating controls, heating is on at inappropriate times. Timer is in the boiler room. Thermostat is required.	The boiler is on a basic timer, SM to contact Playgroup regarding their requirements.
<b>Toilets</b>	All light fittings need to be removed and cleaning.	KG complete.
	Pipe in the small toilet to the left needs attention.	JW has completed temporary solution.
<b>Kitchen</b>	Kitchen cupboards need cleaning inside.	LC complete.
	Damage to the kitchen cupboard doors?	Damage was done at the final teen party to be held at Village Hall in 2008
	Items in kitchen cupboards need sorting out including paint which	Paint in boiler room – complete

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	will be stored in the boiler room.	Other items need to be sorted and stored elsewhere.
<b>Playgroup cupboard</b>	Mould treatment and clean to be completed on Wednesday latest.	JW Complete.
	Mouse strip to be fitted on external door.	JW Complete.
	Door vent to be fitted.	JW Complete.
	2 x air vents plus covers to be fitted.	JW Complete.
<b>Other</b>	Playgroup will clear away everything when required - YMcC will let them know if this is required.	PG aware and agreed.
	Playgroup will clean on Friday as per their usual daytime cleaning schedule to ensure that the village hall external cleaners can complete their work within the allotted time.	PG aware and agreed.
	No more sellotape please, it damages paintwork and leaves residue when removed.	All aware and agreed.
	List of key holders required.	SM to collate list.
	Yvonne McC needs a list of people who are able to attend to bookings if she is not available.	Cllrs Wardle and Cooper have offered to be contacts in the absence of YMcC. SM has informed YMcC.
	EW needs finance meeting with JW.	Complete
	SM needs meeting with JW. Meeting at 10.30 a.m. Monday 19th August 2019.	Complete.