

**Minutes of Castlethorpe Village Hall Meeting
Held on Monday 26th April 2010**

Present:

John Foakes	Chair
Geraldine Sweetland	Vice Chair
Ann Foakes	Secretary
Dave Hinds	Parish Council
Karen Russo	Parish Council
Joyce Markham	W.I
Yvonne Hands	Youth Club.
Sarah Proctor	Pre-School
Glenys King	Bowls Club
Carol Wray	Craft Club
Judith Goodger	Entertainments Group/Booking Clerk

Members of the public: -
Phil Ayles, June Haynes.

Item		Action
1	No Apologies were received.	
2	The minutes of the last meeting were accepted and signed as a true record. Proposed by Dave Hinds, seconded by Glenys King.	
3	<p>Matters Arising.</p> <p>5. Floor Sealing. Floors in storage areas have not been sealed this may be causing the grit on the main floor. Storage areas to be emptied and the floors sealed in the summer holiday.</p> <p>8. Hire Charges & Cancellation policy. Review discussed; amendment that Village organisations forum meetings AGM etc. to be charged at regular user rate. Proposed by GS seconded by JG. To be submitted to CPC for their approval.</p> <p>9. Fund Raising Discussion regarding various upcoming events and suggestion.</p> <p>10. Constitution. Has not yet been discussed by CPC to be revisited at future CVHC meeting</p>	
4	<p>Health & Safety Fire Regulations</p> <p>CW and JF had inspected the hall and produced a report with recommendations. Main items for immediate action:</p> <ul style="list-style-type: none"> ▪ Fire Blanket to be fixed to wall in kitchen ▪ Fire Extinguisher to be purchased for new entrance hall –refer to CPC ▪ Loose floor tiles – refer to CPC ▪ Hot water signs in kitchen ▪ External lighting JF to check bulbs and system ▪ Rail in disabled toilet ▪ Chairs stacked too high ▪ Bowls club fenders too high need repositioning 	<p>JF</p> <p>DH</p> <p>JF</p> <p>JF</p> <p>JF</p>
5	<p>Insurance</p> <p>All users asked to provide copies of their insurance certificates.</p>	

6	<p>Key Allocation Following discussion it appears that all regular users do not have a key to the new entrance and continue to use the old entrance. Uncertainty regarding key numbers and distribution. List to be implemented with key holders signing for keys and undertaking not to make additional copies for insurance purposes.</p>	JF/JG
7	<p>Lighting & Floor – previously discussed under Matters arising</p> <p>Signage Discussion re Village Hall sign Unanimous agreement to use existing notice board as new sign – JF to get quotes. New notice board to be placed on the side by the old entrance.</p> <p>Acoustics KH has a quote for tiles, DH & JF to investigate further.</p> <p>New Entrance Hall Suggestions: Boot scraper, welcome signs and information, urgent need for a vacuum cleaner. DH to take to CPC for approval once estimates obtained.</p>	DH/JF JG/AF/DH
8	<p>Storage</p> <ul style="list-style-type: none"> ▪ YC old football table removed ▪ Main cupboard to be reviewed and tidied ▪ Investigate the possibility of purchasing new folding chairs in the future (cost implications) 	
9	<p>Any Other Business</p> <ul style="list-style-type: none"> ▪ Urgent repair to kitchen cupboard door. ▪ Discussion re any request to hire hall tables and chairs for outdoor use; unanimous decision taken that they are not suitable for this purpose. ▪ Caretaker/booking clerk role. To be reviewed by committee officers plus DH. ▪ Eon routine change of electricity meter. AF notified the last attempt was abortive as the meters were too high (engineer had the wrong sort of ladder), a new appointment to be arranged with Eon when the redundant meter and coin slot box will be removed and the remaining meter changed, as it is 15 years old. ▪ JF informed the meeting that a donation of £40 had been received and he had written to thank the donor. 	JF JF JF
	<p>The meeting closed at 9.30pm with the chairman thanking everyone for their attendance Date of future meetings Monday 28th June at 7:30pm Any items for the Agenda to be sent to the Secretary by 14th June 2010</p>	