

**Minutes of Castlethorpe Village Hall Committee Meeting  
Held on Monday 27<sup>th</sup> June 2011**

**Present:**

<i>John Foakes</i>	<i>Chair</i>	<i>Carol Wray</i>	<i>Vice Chair</i>
<i>Ann Foakes</i>	<i>Secretary</i>	<i>Dave Hinds</i>	<i>Parish Council</i>
<i>Daphne Risbridge</i>	<i>W.I</i>	<i>Yvonne Hands</i>	<i>Youth Club</i>
<i>Pat Markham</i>	<i>Bowls Club</i>	<i>John Keane</i>	<i>Parish Council</i>
<i>Margaret Chapman</i>	<i>Village Show</i>		

Item		Action
1	Apologies were received from Julie Baldwin, Sarah Proctor, Glenys King, Geraldine Sweetland, Phil Ayles	
2	The minutes of the last meeting were accepted and signed as a true record. Proposed by Dave Hinds, seconded by Yvonne Hands.	
3	<p>Matters Arising.</p> <ul style="list-style-type: none"> <li>• Rob Ward from Environmental Services will be doing a village ‘walk round’ on Thursday 30<sup>th</sup> June.</li> <li>• Wet floor signs, we have been unable to source any CW will try.</li> <li>• JF has placed a sign in store room requesting cupboards are not blocked.</li> </ul>	
4	<p>Clarification of use of old entrance door.</p> <p>This issue has previously been discussed (see minutes of CVHC meeting 12<sup>th</sup> July 2010). It was agreed that:</p> <ul style="list-style-type: none"> <li>• The new entrance is the main entrance and all users are to be encouraged to use this.</li> <li>• The lock on the old entrance door should be removed or disabled; this door is a fire exit and must be kept clear at all times and not secured by any other means than the panic bars. (NB. It is a fire exit door not a Fire Door)</li> <li>• The old entrance can be used for access and exit particularly when bringing supplies and equipment into the hall; it can also be used to allow entrance for those who have difficulty using the main entrance.</li> <li>• The use of this entrance must be at the discretion of the hirer at the time.</li> </ul> <p>See Appendix I</p> <p>Following discussion it was agreed that the Chairman would write to all user groups.</p> <ul style="list-style-type: none"> <li>• Discussion re chain &amp; padlock on the gate into Castle Field, this should be removed as this provides access to the fire assembly point from the rear of the building. DH &amp; JK to take to CPC.</li> </ul>	
5	<p>Evening Hire charges &amp; clarification of weekend charges for regular user groups.</p> <ul style="list-style-type: none"> <li>• Following a lengthy discussion it was agreed that a new evening/weekend hire charge should be set for Fund raising events by Village Organisations; this charge should be 50% of the rate for Village Residents Casual Users. Proposed DH seconded JK.</li> <li>• DH &amp; JK to take this to CPC meeting for approval.</li> </ul>	

6	<p>Health &amp; Safety report on Food Hygiene and Kitchen facilities.</p> <ul style="list-style-type: none"> <li>• CW presented a Health &amp; Safety self-assessment of CVH kitchen facilities. Appendix II</li> <li>• <b>High priority</b> recommendation is for the fitting of a maids sink and tidying and refurbishment of the area where mops &amp; cleaning equipment are stored. Area inspected by the meeting. DH &amp; JK to take this to CPC meeting for action re quotes and costing.</li> <li>• Other minor tasks to be carried out when possible.</li> </ul>	
7	<p>Future fund raising events.</p> <ul style="list-style-type: none"> <li>• No Halloween party this year as the Youth Group have a show in early November.</li> <li>• New Year Eve party, Saturday 31<sup>st</sup> December.</li> <li>• Possible light entertainment event in September.</li> <li>• Saturday Drop-in coffee mornings from September, would require at least 4 groups of two people each to man the sessions.</li> </ul>	
8	<p>Any Other Business</p> <ul style="list-style-type: none"> <li>• Issues raised re condition of hall on occasions. JF to write to all user groups to ask that the hall be left in the condition in which they would like to find it after use.</li> </ul>	
	<p>The meeting closed at 8:50pm with the chairman thanking everyone for their attendance Date of future meeting Thursday 1<sup>st</sup> September at 8pm in the Village Hall.</p>	