

**Minutes of Castlethorpe Village Hall Committee Meeting  
Held on Thursday 17<sup>th</sup> November 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>Geraldine Sweetland</i>	<i>Parish Council</i>
<i>Dave Hinds</i>	<i>Parish Council</i>	<i>Daphne Risbridger</i>	<i>W.I</i>
<i>Yvonne Hands</i>	<i>Youth Club</i>	<i>Margaret Wilson</i>	<i>Bowls Club</i>
<i>Margaret Chapman</i>	<i>Village Show</i>		

Item		Action
1	Apologies were received from Sarah Proctor and Joyce Markham	
2	The minutes of the last meeting were accepted and signed as a true record. Proposed by Yvonne hands, seconded by Carol Wray.	
3	<p><b>Matters Arising.</b></p> <ul style="list-style-type: none"> <li>• 3.1 Work on ramp on pathway to begin ASAP.</li> <li>• 3.2 Chain &amp; Padlock on gate into castle field has been removed.</li> <li>• 5.2 Cost of purchasing an industrial floor cleaner estimated in excess of £820. Committee felt this was too expensive to consider.</li> <li>• 6 Open Day and Pub night were both a success</li> </ul>	
4	<p><b>Health &amp; Safety Report</b></p> <ul style="list-style-type: none"> <li>• Carol Wray presented a report on the Health &amp; Safety check carried out by CW &amp; JCF on 24/09/11 (Appendix 1)</li> <li>• It was felt that the Fire safety checks of the hall and fire extinguishers carried out by Black &amp; White was not of the required standard. Following discussion the committee felt that we do not use them again in future.</li> <li>• External Lighting, the current external lighting of the pathway is adequate when the hall is in use, no further action needed.</li> <li>• Hand Rail still to be fixed to the inside of the door to the disabled toilet.</li> <li>• Need for a towel holder and hand towels for the disabled toilet identified.</li> <li>• Central Heating Boiler overdue for service, certificate out of date.</li> </ul>	
5	<p><b>Regular Users Bookings</b></p> <p>The Bookings Clerk (GS) requested that Regular User Groups submit a booking form with dates that they will be using the hall to the Bookings Clerk to avoid confusion and facilitate correct billing.</p>	
6	<p><b>Bookings Report</b></p> <p>The Bookings Clerk (GS) gave a brief report of the current bookings situation, the use of the hall has increased over the past 12 months.</p>	
7	<p><b>Finance Report &amp; Budget Forecast</b></p> <ul style="list-style-type: none"> <li>• Copies of the current finance report and the budget forecast were circulated. Following discussion the committee expressed agreement that the hall charges should cover the routine running costs of the hall and fund raising be taken out of the budget forecast. New budget forecast approved</li> <li>• Further discussion followed regarding the issue of fund raising and how those funds were used. The committee agreed that any additional monies raised by the committee should be used to</li> </ul>	

	<p>improve facilities in the Village Hall as identified by the Committee.</p> <ul style="list-style-type: none"> <li>The committee expressed concerns over where funds raised in 2010/2011 had gone after the end of the financial year and felt there should be a better way of protecting these funds separately from CPC accounts. Any funds in excess of hall maintenance should also be identified separately and should be carried forward.</li> </ul>	
8	<p><b>Open Gardens Funded Projects</b></p> <ul style="list-style-type: none"> <li>New cutlery and crockery have been purchased (90 place settings) these could be hired to users of larger functions, hire charge to be set.</li> <li>Acoustics in the Village Hall have been identified as a problem. Discussion regarding improvements identified the addition of curtains and some Acoustic wall tiles. Estimates to be obtained for submission.</li> <li>The need for additional tables has been identified, 10 GoPak tables to be purchased by Open Gardens Committee.</li> <li>There followed a discussion about priorities and what the Committee felt was needed, DH again raised the issue of lighting on the footpath. The committee re-iterated that current lighting was adequate when the hall was in use, particularly as some user groups had keys to the front door. It was strongly felt that it was not the responsibility of the Village Hall to light a public footpath, DH to refer this back to CPC.</li> </ul>	<p>JCF</p> <p>DH</p>
9	<p><b>Hall Heating</b></p> <ul style="list-style-type: none"> <li>Central Heating Boiler urgently needs servicing</li> <li>Requirement for a more modern system control unit.</li> </ul> <p>Both items discussed, they are in hand it is hoped that work will proceed ASAP. JF will contact Brian Shayler to arrange inspection and estimate.</p>	JCF
10	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>Village show committee held a Bingo night which raised £200, £100 of which was sent to Help for Heroes.</li> <li>A discussion regarding the maids sink followed it was felt that this should be placed under the window by the old entrance door not in the disabled toilet as this would inhibit the wheelchair turning area. Estimate for this project is £550; there should still be funds available from 2010/2011 fund raising to cover most of the cost. Refer to CPC</li> <li>Clarification of Christmas lights dates, confirmation that the lights in the hall will be put up on Saturday 26<sup>th</sup> November.</li> <li>The current committee announced their intention not to stand for re-election at the AGM.</li> </ul>	DH/GS
11	<p>The meeting closed at 9:30pm with the chairman thanking everyone for their attendance</p> <p>Date of future meeting Monday 30<sup>th</sup> January at 8pm in the Village Hall.</p>	