

**Minutes of Castlethorpe Village Hall Committee Meeting  
Held on Monday 30<sup>th</sup> January 2012**

**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>Joyce Markham</i>	<i>W.I</i>
<i>Yvonne Hands</i>	<i>Youth Club</i>	<i>Glenys King</i>	<i>Bowls Club</i>
<i>Margaret Chapman</i>	<i>Village Show</i>	<i>Sarah Proctor</i>	<i>Pre-School</i>
<i>Phil Ayles</i>	<i>Member of Public</i>		

Item		Action
1	No Apologies were received.	
2	The minutes of the last meeting on 17/11/2011 were accepted and signed as a true record. Proposed by Geraldine Sweetland, seconded by Dave Hinds.	
3	<p><b>Matters Arising.</b></p> <ul style="list-style-type: none"> <li>• 3. Work on ramp on pathway completed. Unfortunately there is water damage on the surface because of a leaking gutter. This has been inspected and it is blocked below ground. CPC aware and action is in hand to rectify this and repair the pathway. At the time of inspection it was noted that the level of the pathway is close to the damp proof course in the wall, this is probably the cause of the damp in the wall; further investigations required to ascertain any remedy.</li> <li>• 4. Handrail still to be fitted to the inside of the door to disabled toilet. Paper Towel holder now installed in disabled toilet.</li> <li>• 8. 10 Go-Pak tables now purchased and in use. Decision taken to dispose of the old card tables, some to go to Joyce Markham.</li> <li>• 9. Central Heating boiler now serviced and new modern timer control installed.</li> </ul>	<p>JF</p> <p>JF</p>
4	<p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>• A copy of the financial report supplied by the Parish Clerk was circulated, the finances appear to be satisfactory with a projected under-spend by the end of the financial year. It was confirmed that any under-spend will be carried forward to next year's budget.</li> <li>• Hire Rate Charges for weekday evenings discussed and reviewed New Rates Monday to Thursday evening sessions proposal: 3 hour session Village Residents £40 Non-Village Residents £45 5 hour session Village Residents £60 Non-Village Residents £65 Proposed GS Seconded YH and unanimously agreed by all members.</li> <li>• Concern was raised by all user groups regarding the lateness of invoicing, until the recent weeks no groups had received any invoices since September 2011. Following a discussion it was agreed that the Booking Clerk would collect the invoices from the Parish Clerk (preferably at the monthly CPC meeting) and distribute them by hand. Unanimously agreed by all.</li> </ul>	GS
5	<p><b>Regular User Application</b></p> <ul style="list-style-type: none"> <li>• JF on behalf of the Castlethorpe Entertainment Group applied for regular user status, this was accepted unanimously.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The committee agreed that when the group was using the Village Hall solely for the purpose of raising funds for the Village Hall facilitates there would be no hire charges applied.</li> <li>• A financial report of funds raised by the group was circulated by AF. There is currently £530.17 in reserve.</li> <li>• GS thanked everyone involved for the successful projects such as Open Day, Pub Nights and New Year's Eve Party.</li> <li>• AF expressed disappointment that the New Year's Eve party was not as well supported as 2010 although all who attended had an enjoyable time. No current plans for a party in 2012.</li> </ul>	
6	<p><b>Active Projects and Fundraising</b> All active projects submitted to CPC for approval had been agreed with some minor enquiries.</p> <ol style="list-style-type: none"> <li>1. <b>Maids Sink</b>, Health &amp; Safety regarding the positioning of this in the original vestibule under the Central Heating Boiler. CW has assessed this and as it is not in the kitchen there are no issues, it was also felt that there was not alternative position for it and screening or a door could be fitted at a later date.</li> <li>2. <b>Cupboard</b>, it was agreed that it was not acceptable for any cupboards to be fitted on the walls in the disabled toilet as this would restrict head room and floor space. Discussion re existing storage space, a review of the current situation to take place and the matter was deferred pending the outcome of considered study.</li> <li>3. <b>Acoustics</b>, despite the delay it was unanimously agreed to make an application for joint funding for the fitting of curtains and acoustic panels. JF to furnish the Parish Clerk with full details and costings to enable her to complete the application form. Decisions regarding successful application will not be available until June 2012. It was agreed that the responsibility for carrying the project forward would be given to JF and the Entertainments Group.</li> </ol>	
7	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• It was agreed that four new keys for the main entrance were to be cut, 1 for Zumba, 1 for Sure Start, 1 for the Entertainment group and 1 spare.</li> <li>• Bowls club cupboard access frequently blocked JF to make new signs and it is to be reiterated to all users the need to put things away carefully as storage is limited.</li> <li>• CW requested that anyone who uses items from the first aid box make her aware so that she can re-stock.</li> <li>• JM concern regarding the paving slabs was noted.</li> <li>• Need for extra toilet rolls to be available when there is a large function in the hall DH to discuss with the cleaner.</li> </ul>	<p>AF</p> <p>JF</p> <p>DH</p>
8	<p>The meeting closed at 9:55pm with the chairman thanking everyone for their attendance Date of future meeting Thursday 1<sup>st</sup> March 2012 at 8pm in the Village Hall. Date of AGM Thursday 5<sup>th</sup> April 2012 at 8pm in the Village Hall.</p>	