

**Minutes of Castlethorpe Village Hall Committee Meeting
Held on Monday 9th July 2012**

Present:

<i>John Foakes</i>	<i>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>Glenys King</i>	<i>Short Mat Bowls</i>
<i>Margaret Chapman</i>	<i>Village Show</i>	<i>Carrie-Anne Karaivanov</i>	<i>Pre-school</i>
<i>Steve Bradbury</i>	<i>Parish Clerk</i>		

Item	Action	Action
1	Apologies were received from Carol Wray, Yvonne Hands & Alex Bretherton	
2	The minutes of the last meeting on 03/05/2012 were accepted and signed as a true record. Proposed by Geraldine Sweetland, seconded by Dave Hinds.	
3	<p>Matters Arising.</p> <ul style="list-style-type: none"> • 4. Hall Cleaning approved by CPC. DH to arrange and organize purchase of floor buffer. • 3/6.1 Installation of Maids/Belfast sink now approved, Brian Shayler has ordered fittings and fixtures, installation date to be arranged. • 5 Review of Hire Rate charges approved by CPC • 6. Garden space, Pre-School request approved by CPC provided all works are carried out in liaison with DH, GS & JF • 7. Web page is now up and running on the village web site 	<p>DH</p> <p>JF</p>
4	<p>Financial Report</p> <p>Steve Bradbury gave a report on the hall finances. There are two outstanding un-paid invoices and payments from Sure Start for last financial year need to be checked. The hall finances appear to be very healthy.</p>	
5	<p>Match Funding Update/Acoustics</p> <p>Decision not yet ready should be ready by the end of July. SB requested a third quote for providing the panels and curtains. DH to obtain information.</p>	DH/SB
6	<p>Hall Bookings Protocol</p> <p>JF detailed recent double booking problems and following discussion it was agreed that in future ALL bookings must be made in writing on the appropriate booking forms, bookings received verbally will only be provisional until the booking form is received. It was also agreed that booking deposit cheque request for funeral wakes could be waived at the discretion of the booking clerk.</p> <p>Protocol Proposed by MC and seconded by GK AF provided user group representatives with printed booking forms.</p>	
7	<p>Events and Fundraising</p> <p>Forth coming events: Pub Night BBQ 21st July, Hall Open Day 15th September (all user groups invited to contribute), Village Family Christmas Party 8th December & Pub Night following Carols on the Green 22nd December. CK said there was a possibility of Mums and Toddler coffee mornings arranged by Pre-School mothers in the summer break – no firm plans to date.</p>	
8	<p>Any Other Business</p> <ul style="list-style-type: none"> • Change of door handles on main entrance approved by CPC, JF to contact locksmith. 	JF

	<ul style="list-style-type: none"> • Concerns had been raised regarding a smell in the hall, possibly the drains JF to investigate. • WI request for more cupboard space was noted, storage in the hall is at a premium and needs to be assessed. There is no space currently available for the use of any users. • It was agreed that hire of the newly acquired crockery and cutlery would be £10 per event. 	JF
9	<p>The meeting closed at 9.30pm with the chairman thanking everyone for their attendance</p> <p>Date of next Village Hall Committee meeting Monday 24th September at 7:30pm in the Village Hall.</p>	