

**Minutes of Castlethorpe Village Hall Committee Meeting
Held on Thursday 15th August 2013**

Present:

<i>John Foakes</i>	<i>Chair</i>	<i>Ann Foakes</i>	<i>Entertainment Group</i>
<i>Carol Wray</i>	<i>Vice-chair</i>	<i>Geraldine Sweetland</i>	<i>Parish Council</i>
<i>Dave Hinds</i>	<i>Parish Council</i>	<i>Yvonne Hands</i>	<i>Youth Club</i>
<i>Daphne Risbridger</i>	<i>W.I.</i>	<i>Margaret Chapman</i>	<i>Village Show</i>

Item		Action
1	Apologies were received from Steve Bradbury and Sharon Jones	
2	The minutes of the last meeting on 20/06/2013 were accepted and signed as a true record. Proposed by Geraldine Sweetland, seconded by Daphne Risbridger	
3	Matters Arising. 9. Joyce Markham letter referred to a set of curtains for the hall, JF had been and collected these they were made some year ago to go across the back of the hall but were never used. Following a discussion regarding their use it was suggested that they may be better used at the front of the hall, however they will need to be cleaned and fire retardant treated. Costs to be investigated by JF	
4	Village Hall Garden: The Parish Councilors have investigated this and in view of the lay of the land and its inclusion in the Castle Heritage site it was felt that there was no scope for extending the area of the garden. No further discussion was possible as the Pre-School Rep. was not present, however it was noted that the garden needs some tidying and the lawn needs mowing. GS will speak to Pre-School Rep. regarding this.	
5	Bell Tower The reports on the Bell Tower show that whilst not urgent it has been recommended by N. Gray & Sons Ltd. that it would benefit from restoration work to bring it up to Modern standards. The quote for this work is £1820.00 plus VAT, with addition cost for the Bell restoration. It was agreed that an appeal be launched for the Restoration of the Bell Tower. JF to write an article for the Village News. AF offered a donation from the Entertainments Group Fund and an approach will be made to Open Gardens committee.	
6	Health & Safety: The annual inspection of the hall is now due; however there is still outstanding work from last year to be carried out. CW, JF & DH to meet to discuss this. CW & JF will carry out this year's inspection. Following a special meeting with Parish Council members agreement was reached regarding the role and responsibilities of the Health & Safety Rep. Maximum numbers for events in the hall had been agreed. Full details of this meeting were circulated. It was agreed that the Hall Booking Terms and Conditions needed updating; this will be carried by GS & JF. It was agreed that a folder containing all information for hirers be compiled and placed in the hall.	
7	Future Events: It was confirmed that the Village Christmas party would go ahead, AF will co-ordinate this, JF will provide forward information for inclusion in Castlethorpe News. The party format will be as 2012, Dave Hinds has agreed to run a bar and arrange the licence, AF will contact Lucy Tait regarding	

	refreshments, children's games and music.	
9	<p>Any Other Business</p> <p>The booking clerk confirmed that bookings are buoyant including new enquiries. A request has been received regarding use of the hall on Mondays between 5:15 and 7:15pm. These hours would clash with the monthly Craft Club. CW agreed to start at a later time and payment would be reduced accordingly.</p> <p>As Mini-Strikers no longer use the hall the return of their key has been requested, however this is used in conjunction with Sure Start who lost their key – cost of replacement for this to be requested.</p>	
9	<p>The meeting closed at 8:45pm with the chairman thanking everyone for their attendance</p> <p>Date of next meeting: Thursday 3rd October 2013 at 7:30pm in the Village Hall.</p>	