

CVHC23-M1 - MINUTES

COSTOCK VILLAGE HALL COMMITTEE

22 March 2023

Minutes of the Previous Meeting held 7 December 2022

Minutes of the meeting held on 7 December 2022 were **CONFIRMED**.

MEMBERS

Kate Knaggs (Chair), Bob Simpson, Lindsay McGowan, , Gill Howdle, Gill Starmer, Barbara Mole, Elaine Jackman, Janice Atkin (WI representative)(abs), Brenda Penny, Gemma Jones (Pre-School Representative)(abs)

ITEMS FOR DISCUSSION

1. Finance Report

GH reported £15,732.56 in Bank, £250 in cash. Bank Account balances. Audited accounts will be produced for AGM on 26 April 2023. Council Tax £23.01 for year.

Refurbishment of toilets is now **COMPLETE**. As **AGREED** with Parish Council, Village Hall contributed £5,000 towards toilet refurbishment.

2. Water Filter

GS reported that the Water Filter still needs to be fitted. Waiting for David Lowe to fit.

3. Bookings Report

BP reported that there were no further bookings since the last meeting.

4. Toilet Refurbishment

Refurbishment of the toilets is now **COMPLETE**.

5. Maintenance Cover

Paul Houghton continues to be on call for all Minor Works within the Village Hall in return for parking his wife's car on the VH car park.

Trees growing through tarmac in VH car park which was reported at the last meeting have now been cleared.

The Village Hall is currently experiencing lighting problems which is believed to be a malfunctioning controller.

ACTION: Committee Member to contact John Birch who originally installed the lighting.

6. Annual Maintenance of Electrical Appliances, Health & Safety Requirements & Emergency Lighting

Village Hall has 5 x Fire Extinguishers distributed around the Hall (1 x small room, 1 x lobby, 3 x big hall, 1 x fire blanket in kitchen). These are all regularly maintained by Marlow Fire & Security.

All fixed electrical items are tested every 5 years. PAT testing carried out every two years. Emergency lighting installed February 2023, is now in the newly refurbished toilets and over the front door.

BS stated that the annual review of Health, Safety and Fire risk assessment was to be carried out at the weekend (25/26 March 2023)

7. Recruitment and Responsibilities

The Committee **AGREED** that new members would be welcomed to join the Committee. The Committee **AGREED** to placing an advertisement in the local Compass magazine, plus East Leake Facebook page and possibly East Leake Times.

ACTION: KK

8. Review of Fees and Charges

It was **AGREED** no further changes to Village Hall Fees and Charges for the current year. It was further **AGREED** that the Committee would review fees and charges annually.

9. AGM

The AGM will be held on 26 April 2023 immediately following the Parish Council Meeting.

ACTION: GH to let KK have finance report in advance of the meeting

10. ANY OTHER BUSINESS

EJ suggested Agenda and Minutes of Village Hall Committee meetings should be available on the Village Webpage. The Committee **AGREED** this was a good idea.

ACTION: EJ to forward Agenda/Minutes in pdf format to LM

11. DATE OF NEXT MEETING

26 April 2023 - AGM