

MINUTES

CVHC23-M3

COSTOCK VILLAGE HALL COMMITTEE

7 June 2023

MINUTES

Minutes of the Meeting, CVHC23-M1 held 22 March 2023 were **CONFIRMED**.

MEMBERS

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

APOLOGIES

Barbara Mole

ITEMS FOR DISCUSSION

1. Finance Report

GH reported a balance of £10,945 in VH funds. Paid £157.00 for licence for performing rights.

2. Water Filter

There was no further progress to report on the water filter. **GS** suggested contacting a local plumber for a quote to supply and fit a new water filter.

ACTION GS: Water filter fitted by plumber. One off fitting, requiring no maintenance at a cost of £265 + VAT. **COMPLETED**

3. Bookings Report

BP reported that bookings were slow but there were 3 x bookings of the Hall since the last meeting.

5. Maintenance Cover

There were no maintenance problems to report. **GH** high-lighted that ceiling lights weren't working correctly. They should be able to dim. Spare lights in toilet needed too. David Birch to be contacted; it was previously **AGREED** that they would charge for parts only NOT labour. The Committee extended their thanks to John and David Birch for their assistance with the Hall lighting which they originally fitted many years previously. Once they were made aware of the lighting issues they very kindly, and swiftly, carried out the repairs with no further charge except for necessary parts used.

ACTION: David Birch fixed fault prior to this meeting – **NO FURTHER ACTION**

6. Health & Safety Report & Emergency Lighting

BS gave a brief update on Health and Safety findings, noting that Risk Assessment notices should be accessible via the Village Hall notice boards. Notice board key held with **LM**. It was suggested that toilet steps be high-lighted using orange coloured tape. Fire alarm bell was tested and concluded that the rope was long enough.

ACTION: **BS** to put up H&S certificates on VH notice boards and put tape on toilet steps.

7. Recruitment and Responsibilities

KK reported that she had had 4 enquiries against the request for new members for the Committee. These enquiries all came from the Compass magazine advertisement. It was **AGREED** that the proposed new members were sent a copy of the next Agenda to encourage them to come along to the meeting.

As previously discussed, **GH** provided a brief job description of the role of VH Treasurer. Other Committee members **AGREED** to provide brief job descriptions of their roles within the Committee too.

10. ANY OTHER BUSINESS

KK reported that she had had a comment from a local Costock resident to state that they didn't find the VH particularly inviting when hosting exhibitions using the Hall. It was suggested that the VH use DOUBLE sided notice boards which could be turned to face the wall, therefore giving a clean wall when the hall is being used for events/exhibitions. The Committee did investigate the current notice boards in the VH and found they were already DOUBLE sided and can easily be turned when necessary.

NO FURTHER ACTION

EAJ stated that both the WI representative and Playgroup representative have not attended any of the recent meetings. Agenda's have been sent to these representatives informing them of the next meeting. Neither sent apologies nor turned up to the meeting. **EAJ** requested that they were dropped from the meeting requests.

ACTION: **KK** to contact Playgroup representative. Committee already has two members of WI in attendance. WI representative to be dropped from further correspondence regarding VH Committee

11. DATE OF NEXT MEETING

27 September 2023

Start Time: 7.30 p.m

Venue: Costock Village Hall