

VILLAGE HALL COMMITTEE

Minutes of the meeting held on Monday 13th March 2006 at 7.30 pm in the Council Room at Quorn Village Hall.

PRESENT

Cllr P Child (Chair)
Cllr Mrs J Backus

Cllr Mrs J Bloodworth
Cllr J Hutchinson

Mrs K Paterson - Clerk to Quorn Parish Council
Cllr T Stirling - as observer

1. **APOLOGIES FOR ABSENCE**

Cllrs Mrs E Harrison, T Tyler and Mrs B Holland.

2. **DECLARATIONS OF INTEREST**

Cllr J Hutchinson – personal interest in Folk Club

3. **MINUTES OF THE MEETING HELD ON 13TH FEBRUARY 2006**

The minutes of the meeting were signed as a true and accurate record.

4. **MATTERS ARISING**

Hall redevelopment: The new lottery fund information is not available until June. It was agreed to wait and apply when more is known. The general consensus is to proceed with the proper redevelopment option rather than just DDA compliance. Cllr Child will contact Mr Moore, the village halls advisor, in order to keep up to date with developments in funding.

Finance & improvements. The Clerk addressed the committee on the Village hall finances as it nears the end of the financial year. **£2,400** remains in the maintenance reserve this year and **£500** in the revenue account. **£3,000** has been allocated to the maintenance fund next year and the revenue account contains **£2,500** for minor improvements such as lighting. With the Chairman of the Finance Committee's approval to carry forward the remaining funds from this year, the total budget for improvements is **£8,400**. It was noted that **£4,000** remains in the capital reserves under 'redevelopment' of the hall and this fund could be used for improvements if necessary.

Hall lighting – a quotation has been received from Jason Hall Electrical after consulting with a lighting specialist. The proposed light fittings are the same as are currently used in the Church Rooms. It was agreed to accept the price of £245 each and ask for eight lights to be installed in the first instance. The balcony lights will be considered at a later date. The cost of installation of all the lights is £295. Jason Hall will be asked to replace the switch bank to side of the stage.

Cllr Child and the Clerk will devise a specification to enable Mr Hall and other electricians to provide a quotation for regular maintenance and call-out work.

Central heating for the flat. The tenants have managed to obtain three quotations for central heating:

a) Billson's = £3740

- b) A.S. Plumbing = £3,350 plus VAT
- c) W Dilkes & Son - £3,100 plus VAT

Although the AS Plumbing quote was slightly cheaper than the others, it was agreed to accept the quote from Walter Dikes & Son as it was far more detailed and the company is a local business whose work is considered to be of a good standard.

Cleaning It was agreed to use Mrs Carole Allen for additional cleaning/caretaking of the village hall. Mrs Allen will attend the hall six days a week for one hour at a time. Her duties to include cleaning the kitchen, toilets and council chamber, replacing stocks of toilet rolls and paper towels and noting and reporting any damage or problems. The exact specification will evolve as she settles into the work. The work to commence on Monday April 3rd at a rate of £6.25 per hour. £1,700 has been set aside for the year.

5. **BOOKINGS (PLUS PROCEDURE AND PROTOCOL)**

It has recently come to light that several hirers of the hall are not using the village hall telephone number to contact Mrs Holland. Sometimes she receives calls at inappropriate times and on issues of complaint which should have been referred to the management committee in writing. It was agreed that a letter be sent to all regular users drawing attention to the following:

- The correct telephone number for the village hall. Calls not to be made after a certain time (say 1900hrs) in the evening.
- Issues of complaint to be addressed in writing to the village hall committee. If the matter cannot wait – the Clerk or Cllr Child to be contacted in the first instance.
- Setting up and clearing times **must** be recorded on the booking form and paid for. Only in exceptional circumstances will cleaning up be permitted on a day other than the event in question.

Mrs Holland has drawn attention to the potential clash of booking between a long standing regular user and the desire of the QUARTS team to book the hall next year. After debate it was agreed that Mrs Holland will contact the regular user, noting that the cinema shows will start earlier than at present but that cleaning up in the kitchen is likely to be on-going during her booking.

The committee will give consideration to redrafting the conditions of hire for the next meeting.

An up to date bookings list, prepared by Mrs Holland was circulated.

6. **CORRESPONDENCE/COMPLAINTS:**

Folk Club. Another letter of complaint has been received. This time the group are annoyed that they are being asked to give up one Wednesday evening in preparation for the beer festival. The views were expressed that users of the hall need to be more flexible and tolerant of special 'one-off' events and that previous letter of complaint from Folk Club mentioned that they felt the spillage of beer on the floor during the setting-up time was hazardous to their dancing.

The Clerk will reply asking for a more tolerant attitude and noting that it was Festival organiser who had asked for sole use on the Wednesday – not the hall committee. Mrs Holland is making inquiries as to whether a compromise

can be reached.

7. ANY OTHER BUSINESS:

It was agreed to have the front of the stage painted dark green to match the curtains.

Once the large window openers have been fixed, a new blackout blind will be Installed.

8. DATE OF NEXT MEETING: 10th April 2006 at 7.30 pm in the Council Room.

Chair **Date**.....