

QUORN VILLAGE HALL COMMITTEE

Minutes of the meeting of the Quorn Village Hall Committee held in the Council Chamber at the Village Hall on Monday 12th January 2009 at 7.30 pm.

PRESENT

Councillors: Cllr Joan Bloodworth (Chair), Cllr David Cawdell, Cllr Phil Child, Cllr Tim Tyler, Cllr Terry Stirling

Officers: L Swinfield (Parish Clerk)
M Burdett (Assistant Clerk)

Note: All Minutes are subject to correction before formal approval at the following meeting. Please check the Minutes of the subsequent meeting to see if corrections were made to these Minutes before ratification.

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Elizabeth Harrison.

2 DECLARATIONS OF INTEREST

No declarations of interest were made. The Chairman reminded all Members that interests should be declared if they arose during the meeting.

3 MINUTES AND ACTION LIST

The minutes of the meeting held on 8th December 2008 were approved as a correct record and signed by the Chairman.

4 BUDGET MONITORING

- Review of Hire Charges

A decision on the hire charges has not yet been reached.

Cllr Child suggested that a meeting between Cllrs Bloodworth, Cawdell and himself should take place at the earliest opportunity to discuss hire rates for the coming financial year.

The Village Hall rehearsal rate appears to be misused. All agreed that this is a matter which should be looked into.

- Call-out Charges

Cllr Cawdell had been called out to a fault with the Village Hall lighting. It was clarified that if the emergency call-out was the fault of the hirer Cllr Cawdell would negotiate the charge directly with the hirer. If the fault was related to the Village Hall Cllr Cawdell would advise the Clerk prior to an invoice being submitted, a charge of £15.00 per call out was agreed.

- Budget Details

Cllr Cawdell wished to discuss an email which had been circulated in relation to the Village Hall budget. Cllr Bexon had provided a list of budget items, of which Cllr Cawdell felt a number required discussion. Cllr Cawdell felt that cleaning expenditure was very high and requested to see a clearer breakdown of how these figures were achieved. Cllr Child suggested that Cllr Cawdell contact Cllr Bexon in regard to this. Cllr Stirling requested that more information be made available to the Village Hall Committee to enable more realistic budgeting in the future, to include income as well as expenditure breakdown.

Cllr Cawdell raised the point that where a Village Hall users deposit is withheld due to damage/additional cleaning required, the Village Hall does not receive the monies. However, the additional cleaning/repair expenses are deducted from the Village Hall budget. Cllr Child to raise this point at the next Finance Committee meeting, **all agreed**.

Cllr Stirling proposed that from April 1 2009 accounting data should be made available to the Village Hall Committee to enable them to identify the individual heads of income and expenditure. Cllr Cawdell seconded this proposal.

RESOLVED (unanimous)

5 ACTION REPORT

a. Thanks to the generosity of the FLAG Fund the new toilet facilities and entrance hall refurbishment is now complete. A final sign off meeting is to take place on 13th January with Kate Nightingale. A number of positive comments have already been received on the new facilities.

b. Following a discussion on the progress of the flat bathroom renovation the following action points were agreed:

1. Asst Clerk to contact the Letting Agent regarding payment of rent;
2. Quotes to be obtained for the laying of bathroom flooring and decorating of the bathroom;

It was also discussed that the tenant had advised that the cooker hood and cooker had never been wired in and the television aerial required repair. **All agreed** that quotes should be obtained through the Letting Agent.

c. The fitting of the new Village Hall window has been arranged for 20th January with the contractor. The contractor has also agreed to submit a quotation for window painting, Asst Clerk to chase.

d. Following inspection of the electrics in the Village Hall a list of recommendations had been received (however the schematic has not yet been produced). Cllr Cawdell advised that the light in the lobby outside the storeroom door/ladies toilet remained out of order and appeared to be missing from the list. The exterior emergency exit lighting and the light near the ladies toilet were identified as the most important issues to rectify. It was agreed that a further quotation for the work would be obtained and subject to a satisfactory price the work could be carried out.

e. It was agreed to defer the subject of Drains until April 2009.

f. Quotations for PAT testing at the Village Hall and Parish Office had been sourced and presented to the Village Hall Committee for approval. It was proposed by Cllr Bloodworth to go ahead with the quote received from Bill Perkins Electrical, Cllr Cawdell seconded this proposal.

RESOLVED (unanimous)

6 COMMENTS BOOK

- There were no detrimental remarks in the comments book. However there were several positive comments regarding the new toilet facilities.
- Cllr Cawdell advised that several of the protective feet on the Village Hall chairs were wearing away and causing the floor to become scratched. It was requested that the Asst Clerk contact the chair manufacturer and order replacement protective feet. Cllr Stirling suggested that in the meantime the faulty chairs be removed from the hall and swapped with chairs currently in the committee room. Cllr Cawdell volunteered to move the chairs.

7 CORRESPONDENCE

Nothing to report.

8 DATE OF NEXT MEETING

The next Committee meeting will be held on Monday 9th March 2009 at 7pm

Meeting ended 9.30 pm

Chairman..... Date.....

