

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 9th March 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.

9/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Elizabeth Harrison.

10/09 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.

11/09 MINUTES AND ACTION LIST

The minutes of the meeting held on 12th January 2009 were approved as a correct record and signed by the Chairman.

12/09 BUDGET MONITORING

- Budget Details

Village Hall budget information was circulated amongst the committee. Cllr Stirling noted that although expenditure was over budget the Village Hall income was also over budget. Cllr Child felt that the excellent income results show the increase in use of the Village Hall. The amount of extra bookings will create higher expenses; therefore in future the Village Hall budget should be adjusted accordingly. Cllr Stirling suggested monitoring the income on a monthly basis to see if any trends appear. Any decreases in income should be carefully looked into. The Clerk suggested setting up the projector and a screen with a view to hiring the committee room as a meeting venue. Cllr Child felt that having the projector set up permanently could create a security issue. Cllr Cawdell felt that a proper bracket would be required to hold the projector and would look into the possibilities.

The Clerk explained that a further statement had been received from Elliott hire with regard to the temporary toilet used during the first phase of FLAG refurbishments. A letter will be forwarded to negotiate a reduction of 50% of the bill in view of the toilet being out of order for the vast majority of the hire period.

13/09 REVIEW OF HIRE CHARGES

A meeting had taken place between Cllr's Cawdell, Bloodworth & Child to review hire charges for 2009/2010. A report had been previously issued with recommendations following the review

- The Quorn rate should be raised to £8.00 per hour and the Non-Quorn rate should be raised to £10.00 per hour. A rate for hire of the Council Chamber should be introduced at £5.00 per hour. There should be no concessions to these rates for any reason or any hirer. Cllr Cawdell proposed that these new charges be adopted. Seconded by Cllr Child.

RESOLVED Unanimous

- All hirers must be invoiced for the hours they booked the hall. Hirers must not re-define their hours of use post hire.

All Agreed.

- The rehearsal rate introduced in April 2008 should be scrapped as it appears to be misused. This rate should be replaced by a theatre rate of £5.50 per hour for all hours booked. A theatrical group should be defined as a Quorn organisation promoting theatrical shows, to include QUARTS and some Centre Arts productions. At this point Cllr Stirling declared a prejudicial interest, left the room and did not take part in any further discussion. Cllr Cawdell declared a personal interest.

Cllr Child proposed a special rate of £5.50 per hour be introduced from 1st April 2009 for theatrical shows promoted by Quorn organisations. Seconded by Cllr Tyler.

RESOLVED Unanimous

- The facilities charge of £2.00 per hour per facility should remain. Cllr Cawdell felt that a separate discussion on controlling the use of the stage lighting was required. Cllr Stirling felt that lighting should be more controllable with hirers particularly in view of the proposed theatre rate. Cllr Cawdell confirmed that it would be possible to control the use of the lights but would need to be looked into further. The Clerk suggested the possibility of locking the control box with a special security key which could not be copied. Cllr Cawdell expanded on this idea by suggesting using a padlock with a secure key on the power breaker for the lighting system. Hirers would need to request a key and can be invoiced accordingly.

Cllr Cawdell proposed that the facilities charge remain at £2.00 per hour per facility and the Village Hall lighting be secured in such a way that unauthorised use is precluded. Seconded by Cllr Child.

RESOLVED Unanimous

- The Beer Festival hire charge should be a one off charge of £1000.00 for the 2009 Festival. Proposed by Cllr Child and seconded by Cllr Cawdell.

RESOLVED Unanimous

- Invoicing of regular hirers must be carried out on a monthly basis. Payment terms of invoices have been included in the Terms & Conditions of Hire.

All Agreed.

- A discussion on regular hirers holding keys to the Village Hall was held. It was felt that in order to continue the smooth running of both the Parish Office and the Village Hall, it would be necessary to continue the issue of a hall key to regular hirers. However, the security and misuse of the balcony was felt to be an issue. Therefore a new security lock will be purchased and hirers will be required to request access to the balcony on their booking form. A key will be issued prior to the event and returned after use.

All Agreed.

14/09 MEETING WITH REPRESENTATIVE OF QUORN COUNTRY HOTEL

Following a change of management at the Quorn Country Hotel, Cllr Bloodworth has received a request to hold an informal meeting with representatives of both the Hotel and Village Hall Committee. The aim of the meeting is to begin amicable resolutions to outstanding issues. Cllr Bloodworth suggested that attendees from the Village Hall Committee should include Cllr Child, Clerk, Assistant Clerk and herself. Cllr Child suggested that the initial meeting should remain an informal introduction. An update will be circulated following the meeting. Cllr's Child & Bloodworth are to provide the Clerk with a suitable day / time.

15/09 NEW QUORNDON SHAKESPEARE COMPANY – BLOCK BOOKING

A request has been received from the New Quorndon Shakespeare Company (NQSC) for a block booking of 1 week. The requested week is w/c 14th June 2009.

The committee looked at the number of hours involved and calculated reasonable charges accordingly. A figure of £300.00 for the week, including lighting charges, for the sole use of the hall was totalled. Following an informal meeting NQSC have raised the idea of further block bookings in the future, with the possibility of booking the same two weeks each year. Cllr Child supported this idea as it would help with Village Hall planning.

Cllr Tyler proposed a charge of £300.00 be made to NQSC for the sole use of Quorn Village Hall in the week commencing 14th June 2009. Seconded by Cllr Bloodworth.

RESOLVED Unanimous

16/09 BEST VILLAGE COMPETITION

Further to the Environment Committee meeting held on 18th February, Cllr Stirling felt that he was unable to offer any further information on the matter. The Committee agreed to pursue this again next year.

17/09 STORAGE SPACE FOR QUORN FOLK DANCE CLUB

Pauline Kinch of Quorn Folk Dance Club has submitted a request for some space at the Village Hall for a storage cupboard. In view of the lack of space at the Village Hall it was felt it would not be possible to accommodate a storage cupboard of the dimensions submitted. Following inspection of the available storage areas by the Committee, Cllr Bloodworth suggested contacting Mrs Kinch to ascertain the minimum size storage cupboard they would be willing to use. The matter will be added to the next agenda for review. Cllr Stirling suggested the possibility of moving some of the plastic chairs to The Old School to create additional space. Item to be added to the April Parish Council agenda for discussion.

18/09 VILLAGE HALL FLAT UPDATE

Quotations have been received for the bathroom decoration and electrical works.

It was suggested that the Clerk contact Chris Hassell to obtain an additional quote for installation of the television aerial. Cllr Child proposed that if the quotation is cheaper than the first quote received then we should go ahead. Seconded by Cllr Cawdell.

RESOLVED Unanimous

Cllr Cawdell proposed writing to Bill Perkins Electrical to accept his quotation of £275.00 to carry out electrical works. Seconded by Cllr Bloodworth.

RESOLVED Unanimous

The Assistant Clerk advised that a further quote for redecoration of the bathroom is imminent. Cllr Bloodworth proposed that once the quotation had been received works should commence with the cheaper of the two quotes. Seconded by Cllr Child.

RESOLVED Unanimous

19/09 FACILITIES

- Village Hall Socket Facilities

Following a call out to the Village Hall in February, it has been recognised that there is a lack of socket facilities in the Hall. Quotations are being compiled for review. The matter will be added to the May agenda, by such time all quotations will be available.

- Lining of Village Hall Curtains

Cllr Cawdell informed the Committee that QUARTS are prepared to provide linings for the curtains at the rear of the Village Hall and arrange for the linings to be fitted. There will be no cost to the Village Hall. Cllr Cawdell to liaise with the Assistant Clerk to determine the best time to carry this out. The Committee expressed their thanks to Cllr Cawdell. **All Agreed.**

- Village Hall Maintenance Routine

Cllr Cawdell requested that painting of the new Village Hall window be included in the Village Hall Maintenance routine.

20/09 COMMENTS BOOK

- There were no new comments in the book.

21/09 CORRESPONDENCE

Nothing to report.

22/09 CONFIDENTIAL MATTERS

Cllr Bloodworth wished to remind Committee members that any issues regarding contractors or staff should be raised through the Clerk and not directly with the individuals concerned.

23/09 The next Committee meeting will be held on Monday 11th May 2009 at 7.30pm

Meeting ended 10.00 pm

Chairman..... **Date**.....