

Chartham Village Hall Management Committee	
Minutes of the Meeting held on Monday 15th February 2010	
Present: Tom Tucker-Smyth, Brian Hood, Dylan Tomkins, Paul Matthew, Ray Clark, Steve Dungay, Ann Dawes, Paul Hornibrook, Sandra Cook.	
Agenda	
1.	Apologies for Absence
2.	Minutes of the Meeting held on 18th January 2010
3.	Matters Arising not specified as item on the Agenda
4.	Building/Maintenance Matters
5.	Village Hall Reserves Policy
6.	Finance Update
7.	100 Club
8.	Health & Safety Matters
9.	Current Bookings/Hirers Complaints
10.	Fixed Assets
11.	Policy, Procedures and Insurances
12.	Updates from working groups
13.	Any Other Business
14.	Date of Next Meeting
1.	Apologies for Absence
1.1	Apologies received from Lee Marsh, Sue Farris, Martin Cook
2.	Minutes of the Meeting held on 18th January 2010
2.1	Minutes agreed.
3.	Matters Arising not specified as item on the Agenda
3.1	None
4.	Building/Maintenance Matters
4.1	The issue of the rainwater drain has been temporarily resolved by extending the pipe further into the car park so that the water drains into the drain further out into the car park. This has solved the issue of the rain soaking into the exterior wall and the situation will be monitored
4.2	The doors leading from the entrance hall into the lounge area now have bolts fitted so that they can be fixed open. Three of the patio doors leading from the main hall have had cabin hooks fitted to secure them when open. The fourth will be fitted after the replacement of the patio door.
4.3	A visit from heating engineer, John Parker has determined that the problem with the boilers relates to the wrong type of timer in place. Graham will follow this up. It was also agreed to investigate using this company to service the boilers.
4.4	Agreement was given to purchase more tea towels, a new head for the scissor mop and a tall step ladder.
5.	Village Hall Reserves Policy
5.1	Tom had written and circulated the Reserves Policy prior to the meeting. It was agreed to adopt the policy and Tom will submit this to CCC. Sandra will diarise to review the policy annually.
6.	Finance Update
6.1	The finance report for January Income for month - £2500 approx Outgoings for month - £9500 approx Balance of accounts as at 31/01/10 - £22000 approx

7.	100 Club
7.1	The draw for January took place, first prize no. 66 Bill Jones, second prize no. 108 Malcolm Graves
8.	Health & Safety Matters
8.1	There had been one incident reported in the accident book this month. A member of the Youth Club had fallen on the patio, this was caused by the wet conditions and no follow up is required.
9.	Current Bookings/Hirers Complaints
9.1	CCC has written to say they will be using the hall as a Polling Station for the General Election on Thursday 6 th May or before.
9.2	It was agreed to confirm a booking enquiry for New Year's Eve for a private party
10.	Fixed Assets
10.1	Items specified on the contents insurance are to be checked and the television and round tables are to be added.
10.2	Following a regular booking from a dance group, the usage of the Clavinova is to be monitored
11.	Policy, Procedures and Insurances
11.1	A booking policy is to be written.
11.2	A checklist for opening up and locking the hall for bookings is to be constructed.
11.3	The hire form is to be reviewed.
12.	Updates from Working Groups
12.1	<p>Following a review of the hire charges the following was agreed;</p> <ul style="list-style-type: none"> • A small increase to the hourly weekday rates • Weekend rates to match those during the week • Weekend hirers to book by the hour rather than in blocks • To ensure a gap between bookings to allow time to clean. • Refundable deposit to be reduced to £100 for local residents • To hire separate areas of the hall and offer a discount if multiple areas are booked. • Wedding bookings to be increased to £360 with a reduction to £300 for local residents. <p>These amendments will be reviewed in 6 months.</p>
12.2	It was agreed that a new website is set up in line with the existing one for the Parish Council.
12.3	New VHMC brochure – Paul agreed to investigate this – still ongoing.
12.4	It had not been possible to locate the supplier of the Chartham Hatch Village Hall mugs. Sandra will investigate further sources.
12.5	It was agreed that the placing of the Butler sink should be on the side patio rather than in the gents. Tom & Paul to investigate – still ongoing.
12.6	It was agreed that the chairs and tables in the lounge area need to be replaced with furniture that is higher and therefore able to be used more easily by all members of the community. Steve will investigate alternatives – still ongoing.
12.7	It was agreed that additional seating was required for the patio area, Ray will investigate – still ongoing.
12.8	It was agreed that a storage bin was required for the broom cupboard to house all cleaning chemicals – still ongoing
12.9	It was decided that there was no need to purchase a workmate and drill.
12.10	The renewal of the contract with Initial Cleaning Services needs to be reviewed. Dylan to check the expiry date – still ongoing
13.	Any Other Business
13.1	It was agreed that there was a need to purchase a television licence.
14.	Date of Next Meeting
14.1	Monday 15 th March 7pm

