

Wouldham Village Hall Committee

Minutes from meeting 20th June 2017, 7.30pm.

In attendance were: Tim Fulwell, Tracey Cranfield, Donna Roome, Alison Smith (minutes), Jenny Head, Daphne Parris, Martin Jukes, Karen Aspinall

Apologies – none

Minutes from the past meeting: these were accepted as an accurate record of the last meeting.

Items discussed

- Custodian Trustees appointment – this was agreed that Daphne, Martin & Jenny would be custodian trustees.
- Accounts approval – TF has confirmed that the accounts for the last year have been checked and confirmed that all agree. The only concern is that the gas bill is outstanding for the past 18 months. The other bill is the water bill, but this is being reviewed by the water board due to the leak last year. However, due to the missing significant bills, it is commented that the accounts look exceptionally positive. All present were happy with the accounts that were submitted.
- Online accounts – it is agreed that Nicky Grimes (clerk of the PC) will have access to the online banking to a limited permissions level. This will mean that Nicky can view accounts only.
- Structural appraisal – it was agreed by all present that the easiest option to rectify the cracks is to use a flexible filler.
- Recent Electrical check – there were a number of issues raised in the report. The following actions were agreed:
 - 1) Redundant sockets (that were for the old heaters) to be removed.
 - 2) Redundant components for the water heater to be removed.
 - 3) Fan Heater to be removed
 - 4) Electrician to replace distribution boards
 - 5) Check cooker
 - 6) Replace fridge
- Risk Assessment – key points that were raised were the provision of the following
 - 1) Luminous fire exit signs (now fitted by TF)
 - 2) Smoke alarms
 - 3) Obstructions that are known along the PROW to the rear of the hallTherefore the risk assessment that was circulated by TF is approved by those present.
- Dog mess to the side of the hall – Nicky Grimes is going to speak to the neighbours and ask again for them to clear up after their dogs if they mess on the land adjacent to the hall.
- Hand dryers – these are now operational and were welcomed by the regular users.
- Warm water taps – TF is going to investigate costs for these to be fitted.
- Heating by the toilets – TF is going to arrange to get quotes to for heating in the toilet area.
- Painting – it was agreed that the re-painting of the interior of the hall will be reviewed later in the year after the electrical and other works are completed.
- Cleaning – the trustees have raised a concerns with regards to the standard of cleaning. This could be due to the amount of work required in the time allowed, so TF has spoken to the cleaner to increase the frequency of cleaning.
- The trustees present thanked Karen and Tim for the decorative and safety improvements that they have made to the hall since the last meeting.

Date of next meeting is set for Tuesday 10th October at 7.30pm