

**Leonard Stanley Village Hall Management Committee
meeting
Wednesday March 19th 2008**

Present A Blythe D Collins M Collins P Herbert M Kerry M Mukasa D
Newton M Rumsey D Turner G Walker

Apologies S Bradford M Forder R Greenaway R Helson

Minutes

The minutes of the last meeting were read and signed as a true record

Matters Arising

- The batteries for the microphone have been sorted
- There has been no response from any of the absent trustees despite letters being sent
- The door handle to the kitchen has been replaced.
- New fluorescent lights have been replaced in the hall
- David Newton has bought push pads for the door and they can now be installed.
- David Newton will attend the Social club meeting to discuss the Social club lease on the request of Martin Collins

Treasurers Report

David Turner presented the accounts. He reported that there had been a further slight recovery since the last meeting.

In order to save costs David Turner has organised a transfer of the electricity from N Power to Scottish Power. There is a five pence reduction in the standing charge per day and a reduction of 2.23 pence per Kilowatt hour. The gas has changed from British Gas to Powergen again with some savings. There is also an agreement of a fixed three year contract.

Social Club Report

- **Awnings.** Mick Collins had investigated awnings. Many companies will supply but will not fit them. He was concerned about the fitting and is still looking for a company which will both supply and fit.
To date there had been two prices
1 A manual awning costing between £99 and £200
2 An automatic awning costing between £250 and £350

David Newton reminded the Social Club that a decision had not yet been made and was dependent on details including photographs or drawings being presented to the VH Committee at the next meeting for approval.

- **Lights** There has been a problem with the lighting in the club. This appears to be an on going problem which is not necessarily linked with the current building work. There needs to be some investigating **Action M Mukasa to ask Paul Mukasa**
- **Damage to toilets.** Maureen Kerry reported that the toilets had been tampered with and requested that the children are suitably supervised when the club is open.

Bookings report

The following bookings have been made

March 20th Dance Practice 7-10pm
March 21st Dance Practice 5-10pm
March 23rd Children's party
March 25th Meeting
March 28th Luncheon Club
March 30th Children's Party 2-5pm
April 8th Enterprise Group
April 15th WI Meeting
April 19th 60th birthday
April 25th Quiz
April 26th Children's party
May 10th Dance Instruction
May 24, 25 and 26 LS Church

In addition to this there are two bookings for wedding receptions in May. Maureen requested help with sprucing up the area beforehand. David Newton reported that the work to the porch should have been completed and the contractors have agreed to clear up any mess. It was agreed that if there was a necessity to make the hall presentable for the weddings then a small workforce would be available to clear the outside

Administration

- David Newton reported on the reply from Stroud re the status of the Village Hall refuse collection. SDC have replied stating they believe that charitable organisations may only be liable to pay for collection and not disposal, which will mean a reduction in the bill

and they are waiting for Gloucester County Council to reply to the query as they are still considering the issue of backdating.

- **Notice board** The notice board outside the Village Hall has been knocked down. The Parish Council have requested the board be moved as it has been knocked down too many times by lorries entering the carpark. **Action P Herbert, D Turner and M Mukasa**
- **Health & Safety and Fire Safety checks**
Phil Herbert reported back from a check he and Reg Helson had made recently. Most things seemed to be in order but the following areas were flagged up as possible areas of concern
- **Electrical sockets** A few need childproof plugs fitted
- **Doors into the hallway** Do the glass panels need glazing with safety glass
- **Skittle alley** A picture needs rehangng and the steps up from the bar to the alley need highlighting
- **Sharp corners on the wood surfaces in the hall** Some of the corners need rounding off
- **Gent's toilet** The metal floor fittings need replacing
- **Kitchen** There are some sharp corners on the units at eye level. The gas taps at the floor level by the hot cabinet can become very hot. The sink is very low and difficult for some to use
- **David Newton to source a checklist to enable a fuller inspection to take place.**
- **SDC Use of car park**
The parking space allocation used by the council is due to finish at the end of March. SDC have offered £500 to pay towards a new cooker. The village hall will gratefully accept this offer. A discussion took place about the type of cooker which would be suitable and it was decided that a domestic range cooker would be ideal.
David Newton to liaise with frequent users of the kitchen to find a suitable cooker for approval by the committee.

Maintenance Issues

Porch repairs

David Newton reported that the company repairing the porch were making good progress and will hopefully be completed by the next meeting. The inner door frame needs repairing as there has been an attempted break-in. It is hoped that the cost of this repair will be covered by insurance **Action David Newton to register damage with the insurers.**

An agreement has been made to allow the company use of free electricity and water in return for altering the detail at the junction of the roves to improve waterproofing as this has been a regular source of leaks in the past.

Minor maintenance

The broken secondary glazing needs repairing **Action G Walker**

Front door finish

David Newton suggested a painted front door but the majority of the committee opted for a varnished finish to match the Social Club door.

SDC Energy grant

David Newton has yet to hear about the budget estimate sent in for energy saving measures. **Action D Newton to chase this issue up.**

Additional trustees

David Newton asked if any of the committee knew of anybody who would be willing to join the VH Committee as we have recently lost a few members.

AOB

A request was made to remove some of the No Smoking notices since they are not required by law and people are now familiar with the non smoking requirement.

The date of the AGM was set. This will be **Wednesday July 16th @7-30pm**

Date of next meeting May 21st 2008@ 7-30pm.